

Medication Policy – Coldstream ELC

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Date: September 2024 (last review)

Review Dates: January 2026

Our policy is written to align with national and local regulatory requirements and good practice guidance for early learning and childcare settings in Scotland.

Purpose & Principles

1. Any child in ELC may require medication or other healthcare support (short- or long-term, or emergency). Our policy ensures we respond appropriately to support their health and well-being, while safeguarding all children. [Peterhead Port Authority+2](#)[Scottish Government+2](#)
 2. The child’s rights, health needs, and circumstances remain central. Decisions are made in partnership with parents/carers (and health professionals where needed). [Scottish Government+1](#)
 3. Staff involved in administration or support of medication will receive appropriate training and support. They will only undertake these duties if competent and confident. [Scottish Government+1](#)
 4. Written procedures, clarity on storage and access, consent, record-keeping and periodic review form the foundation of safe medicines management. [Scottish Government+1](#)
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Key Definitions

- **Medication** includes prescribed medicines (oral, inhaled, injected), emergency devices (e.g. inhalers, adrenaline auto-injectors), and topical creams/ointments.
 - **Emergency Medication** includes inhalers, auto-injectors (AAIs) or other medicines needed urgently for conditions such as asthma or anaphylaxis.
 - **Self-administration:** a child’s ability to manage their own medication (e.g. inhaler, creams) with or without supervision, depending on their assessed capacity.
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Administration of Medication — Policy Details

Prescribed Medication

- Coldstream ELC will administer **only prescribed medication** supplied in its **original pharmacy-dispensed container**, clearly labelled with the child’s name, dosage instructions and date. [Scottish Government+1](#)

- Staff must verify: medication is prescribed; container and label are correct; dosage and instructions are clear; expiry date is valid.
- Administration should follow parent instructions, or better — a formal **Health Care Plan (HCP)** or **Medical Care Plan** where relevant.

Consent & Record Keeping

- Parents/carers must provide **written consent** (e.g. via a standard medicine-permission form) before ELC administers any medication. [Scottish Government+1](#)
- For long-term or repeated medication, or for children with ongoing health needs, an **Individual Healthcare Plan (IHCP)** should be developed in partnership with parents/carers, health professionals (as required), and ELC staff. [Scottish Government+1](#)
- If medication is administered, the dosage, time, administering staff, and witness (if required) must be recorded. Where practical, administration should be **witnessed by a second adult**. [Scottish Government+1](#)
- Parents/carers should supply only the quantity of medication needed (e.g. weekly/monthly supply) rather than large quantities. [Scottish Government+1](#)

Storage & Access

- Medication must be stored securely in a **lockable cabinet or cupboard**, labelled with the child's name. Refrigerated medications must be kept in a **sealed container** in a fridge (which may also store food if in airtight, labelled containers) — but safe storage procedures (e.g. temperature monitoring) must be followed. [Scottish Government+1](#)
- Keys/access to medication must be known to all relevant staff (and to the child, if appropriate), to ensure medication is **accessible at point of need**, especially in emergencies. [Scottish Government+1](#)
- Emergency medicines (e.g. inhalers, AAls) must be stored so they are **readily accessible at all times**, including during outings or when setting is unsupervised. [Peterhead Port Authority+1](#)

Self-Administration & Autonomy

- Where a child is capable (as assessed with parent/carer), self-administration should be supported (e.g. inhalers, creams, glucose testing). [Scottish Government+1](#)
 - A child's ability should be evaluated individually; supervision and assistance provided as needed. [Scottish Government+1](#)
 - If self-medication is permitted, ensure secure storage when not needed, and clear labelling so only the prescribed child can access it. [Scottish Government+1](#)
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Use of Emergency Medicine (Inhalers, AAI, etc.)

- Coldstream ELC should support children with conditions such as asthma or severe allergies by having **prescribed emergency inhalers or AAI available at all times**. Settings may maintain a separate, labelled spare inhaler/AAI provided by parents, kept for emergencies (e.g. lost or forgotten device). [Admin of Medication-August 21 SBC guidance medication \(1\).pdf](#)
 - A clear procedure must exist for emergencies, including who administers, how staff are informed, and how situations are communicated to parents/carers and health services. [Scottish Government+1](#)
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Non-Prescribed Medication (e.g. analgesics, antihistamines)

- ELCs should **not hold stock of non-prescribed medicines**. If occasional need arises (e.g. mild headache, hayfever), parents may supply the medicine with clear instructions and consent. [Scottish Government+1](#)
 - Written information must include time and dosage given before arrival at ELC, to avoid risk of over-dosing. Staff should record any dose given during the session and inform parents on the same day. [Scottish Government+1](#)
 - Self-management of non-prescribed medication may be allowed for older children who demonstrate maturity and capacity; only minimal quantities should be carried (e.g. one day's supply), in original packaging. [Scottish Government+1](#)
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Health Care Planning and Long-Term Conditions

- For children with long-term or complex health needs (e.g. asthma, allergies, diabetes, epilepsy), an **Individual Healthcare Plan (IHCP)** must be developed with parents/carers and, where appropriate, health professionals (e.g. school nurse). [Scottish Government+1](#)
 - The IHCP should clearly state: condition, triggers, symptoms, required medication, dosage, when and by whom medication is to be administered, emergency contacts, and arrangements for outings and off-site activities. [Scottish Government+1](#)
 - Staff involved in caring for children with IHCPs must receive appropriate training, including emergency procedures, and refresher training when necessary. [Scottish Government+1](#)
 - Individual plans should be reviewed regularly — e.g. at the start of each term, or when a prescription changes, or after any medication-related incident.
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Disposal of Medication

- Expired, unused or no-longer-needed medication should **not** be kept in ELC. It should be returned to the parent/carer for safe disposal (e.g. return to pharmacy). [Scottish Government+1](#)

- The ELC should not dispose of medicines themselves (unless it's part of registered medical-waste procedures), due to regulatory and safety responsibilities. [Scottish Government+1](#)
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Staff Responsibilities and Consent

- Only staff who have **signed consent and confirmed they are trained and confident** should administer medication. Staff should have the right to refuse if they do not feel competent. [Scottish Government+1](#)
 - There should be clarity in the setting about who is responsible for administering medication, how information is shared among staff, and how training is maintained. [Scottish Government+1](#)
 - Medication administration should also respect confidentiality and data protection; medical information should be shared only on a “need to know” basis among staff.
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Communication & Partnership with Parents / Carers

- Parents/carers must provide complete and up-to-date information on any medication or health needs at enrolment and whenever there is a change (dose, prescription, health condition, etc.).
 - Parents must complete and sign the standard medication consent form and, where needed, the IHCP or Medical Care Plan.
 - Parents should supply medication in original containers, with clear labelling, instructions and quantity appropriate for use at ELC.
 - At the end of each session, if medication remains (short-term medicine), it should be returned to parents/carers.
 - Parents/carers should be informed on the same day if any medication is administered, or if there has been any incident (refusal, adverse reaction, etc.).
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Emergencies and Risk-Management

- ELC should maintain easily accessible emergency medicines (e.g. inhaler or AAI) for children who need them. Spare inhaler/AAI may be kept for emergencies, if provided by parents/carers, and stored so that staff can access them quickly.
- A clear emergency procedure should be in place: who to contact, how to administer medicine, when to call ambulance or health services, how to inform parents/carers.
- Staff must follow the child's IHCP, and any emergency medication should be administered according to plan. Actions, time, dose and staff involved should be recorded.
- If a child refuses essential medication, or there is an adverse reaction, staff should inform parents/carers urgently, and consult the school health-team or health

professionals as needed. If situation is serious, call emergency services. [Scottish Government+1](#)

Review and Continual Compliance

- This policy should be reviewed at least annually, or sooner if guidance changes, if a child with complex needs enrolls, or following a medication-related incident.
- All medication-related records (consent forms, IHCPs, administration logs) should be stored securely and reviewed as part of regular setting audits or self-evaluation.
- As part of compliance with regulatory inspection by Care Inspectorate and education inspection frameworks, the ELC should ensure this policy is implemented consistently

SLT Signature: *Catherine Douglas*

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