

# Medication

Playgroup will make necessary provision for children who require medication to be administered to them within our setting to meet their care needs. This is in line with The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations 2011 and the Health and Social Care Standards (2019).

A child's medical care will be risk assessed, and be within the context of service capacity. Playgroup staff should never be the first people to administer a new medication. The first dose should be taken while the child is with their family in advance of attending Playgroup to allow time for adverse reaction.

Children's medical conditions and medication should be recorded in their Personal Plans. Each medication (even if it is for the same condition) held by the Playgroup for an individual child must have written authorisation from the person who has legal responsibility for the child; it must be clearly labelled, in its original purchased/ dispensed packaging, including the patient information leaflet.

Medication must also have the following information recorded about it: reason and condition/ allergy, symptoms, medication name, type, dosage, when it should be administered and expiry dates. An agreed timeframe for using medication should be agreed.

Whenever medication is administered, the time should be recorded and all staff should be alerted to avoid excess medication being administered. This information should be shared with parents and carers at the end of session.

If medication is prescribed by a medical doctor or pharmacy, the child's family should provide the doctor's written guidance for administration including medication name, quantity, type, dosage, frequency, application and storage. A record of administration of medication must be shared with the family. Further guidance received from medical professionals will be documented. Medication must be checked for expiry and renewed every 3 months at the time of a care plan review update.

Medication must be stored where it can easily be accessed in an emergency, but where children cannot access it. Outside of session hours medication should be locked away to prevent access.

A health plan from hospital where needed for more complex medical needs should be provided when a child starts Playgroup or upon return after diagnosis, and an individual risk assessment completed.

This policy references the Care Inspectorate's guidance December 2024:

[https://www.careinspectorate.com/images/documents/1427/Management%20of%20medication%20in%20daycare%20of%20children%20and%20childminding%20services\\_Dec%202024.pdf](https://www.careinspectorate.com/images/documents/1427/Management%20of%20medication%20in%20daycare%20of%20children%20and%20childminding%20services_Dec%202024.pdf)

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**Holy Corner  
Community Playgroup**