



# PRACTICE FOCUS

# MEDICATION MANAGEMENT

**February 2024**

# INSPECTION ROUND-UP



In Care Inspectorate inspection reports, you'll often see comments about medication storage and record keeping discussed under:

Key Question 1: How good is our play, care and learning?

Quality Indicator 1.1: Nurturing care and support

For services receiving higher grades in this area, typical comments included:

- All medications were appropriately labelled with children's name and date of birth. Some also had a picture of the child attached as a further safety measure to prevent a mix-up of medications.
- Each medication was stored individually in a safe storage space, with only those authorised to access medication able to do so. Staff were clear on which children required which medication, and through effective training, clearly understood medication administration and record keeping procedures.

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For services receiving lower grades in this area, typical comments included:

- Consent from parents was not time-limited. Updated consent should be sought at least every 3 months, or when there is a change to the child's medication.
- Emergency medications such as allergy relief medication did not come with further information. For example, reactions and symptoms staff should be looking out for and emergency procedures for when a severe reaction occurs.
- Medication checks and audits were not carried out regularly, leaving services susceptible to storing expired medications or those that were no longer required.

# Service in Practice

This month, we took a visit to Notre Dame Kids Club (NDKC) in the West End of Glasgow to learn about their medication management practice. At their recent inspection, they received very positive feedback in this area. Manager, Lauren, and Assistant Manager, Liane, took us through their process.

Before accepting medication, parents are required to complete a *Medication Authorisation Form*. Once complete, this contains information on the medication to be administered, such as dosage, symptoms and expiry date. It is signed by parents to give their initial time-limited consent, and also by a senior member of staff. A *Medicine Management Plan* is then completed by management, giving staff a condensed, easy to read, version of the *Medication Authorisation Form* with the details and instructions they should follow when it comes time to administer the medication.

Every individual medication will have a matching copy of these two forms, which is stored with the medication in a *Medpack*. The *Medpack* is clearly labelled with the child's name, medication name, and expiry date. They are also in the process of adding a photo of the child to the *Medpack* as an extra safety measure to prevent any mix-up of medication.

The logo for Notre Dame Kids Club features the words "Notre Dame" in a bold, black, sans-serif font. Below it, the words "Kids Club" are written in a larger, playful font where each letter is a different color: "K" is blue, "i" is red, "d" is green, "s" is purple, "C" is blue, "l" is purple, and "u" is purple.

Storage of medication is recorded on the *Medicine Log*. Whenever a new medication is brought into the service, it is logged on this form. When a medication is returned or disposed of, it is also logged here. This helps keep track of what medication is currently stored at the service. This is kept in a folder in their dedicated, locked, medication cabinet.

The key to this cabinet is stored in the top shelf of the fridge. Lauren says this is a safe place in her service as it keeps the key out of reach of the children, yet is memorable and accessible place for staff in the event of an emergency.

When it comes time to administer the medication, experienced and trained members of staff will do this, always with a witness. The *Record of Administration* form is completed by the member of staff, detailing the time of administration, dosage, etc. Parents will be notified of any medication given via a text message or phone call. Upon collection, they will then be asked to sign the *Record of Administration*, confirming they have been notified that their child has been given medicine.

If medication is no longer required, it is removed from the service. Ideally, this is

returned to the parent, who will sign a section on the *Medication Authorisation Form* to confirm the medication has been returned to them. If the medication cannot be returned to the parent, for example, if a child moves away from the service, the medication is taken to a local pharmacy to be disposed of safely.

Every 3 months, Lauren carries out an audit on all medication stored at the service. Here, parents are contacted to check all information held is still correct or if any changes are required, and are asked to provide the next period of time-limited consent.

Also, every month, she will check all stored medication to ensure it is accounted for and within its use by date. She will always give parents at least a month's notice of when medication is due to expire, to allow time for a new prescription to be supplied to the service.

Although it can be a lengthy process that requires a lot of organisation, both Lauren and Liane said it is such an important area of practice to get right, to ensure the children are safely receiving the correct medication.



In the image above, you can see NDKC's *Medication Authorisation Form*, along with a case they use to store each individual medication. They call this a *Medpack*.

On the front of this case, they have the child's name, medication name, expiry date, and will be adding a picture too (this was removed for this photo to safeguard the child's personal information).



Our Medication Management Tool-kit will soon be available on the new SOSCN shop. This will include customisable document templates to help you keep on track with your medication record keeping, such as:

- ◇ Consent Form
- ◇ Health Plan
- ◇ Medication Log

**Tool-kits**

## Training

Our new online training suite is also coming soon! This will include a brand-new Medication Management training session, as well as many other subjects specific to school age childcare.

If there is a particular training session you are looking for training in, please let us know!

If you think your service is doing great things and would like to be featured in Practice Focus, please contact:

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