

MEDICATION MANAGEMENT CHECKLIST



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All staff need to know

Make sure all staff know which children require medication, the signs and symptoms they should look out for, and where to find medication. Even if they aren't the ones administering medication, all staff having this knowledge can make a big difference, especially in an emergency.

Schedule regular checks & audits

Schedule medication audits every 3 months or at the start of each new term to:

- Confirm with parents/carers that the medication is still required
- Check that signs, symptoms, administration and dosage instructions remain the same
- Obtain updated consent for the next time-limited period

It might be useful to add monthly checks to your diary to ensure all medication is accounted for, in good condition and still in date.

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Staff have access to paperwork

Staff should have access to the paperwork they need to safely administer medication. Good practice might be placing paperwork such as information & consent forms in the container holding the medication. This keeps important information accessible for staff and ensures administration records are handy too.

Avoiding medication mix-ups

Each child's medication should be stored in an individual, clearly labelled container. Including a photo and name on this label can help avoid confusion, helping staff to easily identify who the medication belongs to, reducing the risk of mix-ups. You might also want to include the child's date of birth, medication name and expiry date.

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What if medication doesn't work?

Ensure your medication paperwork includes procedures for staff to follow if medication is refused, spat out, or doesn't work. This guidance should come from parents/carers or the child's health professional. This may relate more to acute situations, for example, if an epi-pen or inhaler doesn't work.

Match dosage info with medication labels

Each child's medication paperwork should detail dosage instructions, for example, how much and when. This must match exactly what the prescription label or information leaflet states. If there are discrepancies, contact a pharmacist or GP immediately.

Unless it's emergency life-saving medication (in which case call 999), do not administer until the correct dosage is confirmed. However, these checks should be done at the point of receiving the medication to prevent issues when it is time to administer medication.

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Record parent/carers signatures

Parents/carers must give consent for all medication stored and administered. This consent should be time-limited. Check in regularly to confirm the medication is still needed, the information is current, and updated consent is provided. The duration of consent may vary depending on the medication.

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Safe and secure storage areas

All medication should be stored in designated, safe and secure areas known to all staff. This area must be kept clean, dry, and at an appropriate temperature, and out of reach of children and unauthorised adults. This might be a locked cupboard or cabinet.

Alternative arrangements for emergency medication may be required to avoid delay in getting medication to a child urgently.

Some medications, such as certain antibiotics, may require refrigeration. Ensure you have a safe fridge storage area if needed.

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Know what you have

You and all staff should know what each medication is and what it treats.

If you're unsure about a medication, suspect it's mislabelled, or don't know what it's for, remove it from the storage area and seek advice from the child's parent/carers or a health professional.

These checks should, however, be done at the point of receiving the medication to prevent issues when it is time to administer medication.

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