

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

Add monthly checks to your diary to ensure all medication is accounted for, in good condition and still in date.

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

- Confirm with parents 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

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Store paperwork with medication

Place 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.

Photo & name on medication containers

Each child's medication should be stored in an individual, clearly labelled container. Including a photo and name on this label helps avoid confusion, allowing staff to easily identify who the medication belongs to, reducing the risk of mix-ups. You might 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.

Match dosage info with medication labels

Each child's medication paperwork should detail dosage instructions, e.g. how much and when. This must match the what the prescription label or information leaflet exactly. 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.

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Record parental signatures

Parents or legal guardians 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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Secure storage areas

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

However, it may not be safe for emergency, lifesaving (rescue) medications to be locked away, as this could cause delay in getting such 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/carer or a health professional.

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The information found in this document are suggestions for supporting your medication management practice. This checklist has been created using guidance from [Management of medication in day care of children and childminding services July 2025 \(Care Inspectorate\) version](#). However, the checklist is not exhaustive, and we recommend checking and following the guidance found in the most recent version of the above document to ensure best practice in all areas of medication management.