

# Inspection Top Tips

Medication

April 2026



# Children's Homes Regulations



- (1) The registered person must make arrangements for the handling, recording, safekeeping, safe administration and disposal of medicines received into the children's home.
- (2) In particular the registered person must ensure that -
- (a) medicines kept in the home are stored in a secure place so as to prevent any child from having unsupervised access to them;
  - (b) medicine which is prescribed for a child is administered as prescribed to the child for whom it is prescribed and to no other child; and
  - (c) a record is kept of the administration of medicine to each child.



# Children's Homes Guide

**7.16** Children who wish to keep and take their own medication should be supported to, if they are able to do so safely. Staff should be mindful that children holding their own prescribed medication must only use it for themselves in accordance with the prescription.



# Children's Homes SCCIF Key Elements

- When evaluating how well disabled children are helped and protected, inspectors should pay particular attention to how well staff understand the particular vulnerabilities of disabled children to abuse and neglect by taking account of: whether staff administer pro re nata (PRN) or 'as required' medication appropriately and retain clear records of its administration.
- Inspectors should consider the quality of the arrangements for the secondary dispensing of drugs by medical staff, the management of changes of prescribed drugs, the systems in place to audit the drugs held on site and the procedures in place in the event of mal-administration of medication.
- Inspection will consider if children are in good health or are being helped to improve their health or to manage lifelong conditions.
- Their health needs (including their oral, physical, mental and sexual health needs, as appropriate) are identified and addressed.



## Ofsted comment from inspection – Inadequate

Managers have failed to ensure that medication is safely administered. For example, a child was admitted to hospital in an emergency. This was because a child became unwell and was not very responsive, which led staff to realise that the child had been administered the wrong dosage of medication. Healthcare professionals carried out tests and medical results found that the child was given a large overdose of prescribed medication.

# Top Tips...

1. **Document every dose immediately after it's given (never before).** Include refusals, missed doses, or any side effects.
2. **Good record-keeping protects both the child and staff and supports continuity of care.**
3. **Keep medicines locked away and out of reach, separate controlled drugs** (if applicable), **store at the correct temperatures** (e.g., fridge if required).
4. **Regularly check expiry dates.**
5. **Only trained and authorised staff should administer medication.** Regular refresher training and competency checks help maintain safe practice and confidence.

