



## Medication of children Policy



The administering of medicine to a child while at the centre is sometimes essential for the health and well-being of the child and must be done in a safe manner.

This policy is designed to ensure that ALL medication is administered correctly.

- To ensure that all medication is stored safely
- To ensure that all medication is administered with signed parental authorisation to the correct child (named on medication), at the correct time, in the correct dosage.
- To ensure that trained staff sign it off at the time of administration of the medication.

All medication must be handed to a staff member when the child arrives and **must NOT be left in the child's bag.**

Staff will require parent / guardian to sign a medication form authorising staff to administer medication. The medication form (category 2) must include:

- The specific instructions given by the parent / caregiver and signed
- Name of medicine given
- Dosage and medicine given
- What the medicine is for
- Time and date it was given

The staff member administering the medication must show the label, dosage and register to a second person to check that everything is correct.

Once the medicine has been checked, completed and signed the child can receive their medication. **THESE MUST BE SIGNED AT THE TIME OF MEDICATION GIVEN.**

Medication can only be administered by permanent trained staff who hold a first aid certificate.

**Asthma** – need to fill out a Category 3 Form so it doesn't have to be filled out each day. (Updated every 3 months)

Medicine is **NOT** to be given to a child unless given:

- Prior written authority has been given by a parent / caregiver
- By the parent of a child
- By a doctor in an emergency

### **Prescription Drugs:**

- All medicine must be in the original bottle
- The medication must be in the name of the child to whom it is administered
- The medication must not be past the expiry date
- The dosage signed on the form must not exceed that prescribed

Pamol or such like medications are **NOT** to be used without contacting parent first.