

Medication Policy



Rationale:

To ensure that safe practice is adhered to when administering medication to children

Purpose

At City Limits Childcare we want to ensure that all medicines (prescription and non prescription) are administered and stored appropriately and safely and a record of medicines given to children and by whom will be kept.

Administration of Medicine (HS26)

- There are three categories of medicine that require different authorisations from parents:

Category 1 A non-prescription preparation (such as arnica cream, antiseptic cream, insect bite treatment spray etc) that is not injected; used for the treatment of first aid and minor injuries and provided by the service and kept in the first aid cabinet.

Category 2: A prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine.

- medicine prescribed for set time period to treat specific condition/symptoms
- provided by the parent/guardian for their child's use only or in relation to Rongo Maaori (Maaori plan medicines) that is prepared by the adults at the centre.
- stored safely and disposed of or sent home with the child after the specified time period
- written authority from a parent is given at the beginning of each day the medicine is administered

Category 3: prescription and non-prescription (used for the ongoing treatment of pre diagnosed conditions).

A prescription (such as asthma inhalers, epilepsy medication etc) or non prescription (such as antihistamine syrup, lanolin cream etc) medicine that is

- used for on-going treatment of medically diagnosed condition (asthma, allergies, diabetes, etc.)
- provided by the parent/guardian for their child's use only
- stored safely for the period of the child's enrolment
- clearly labelled with the child's name
- have an individual health plan
- All medicine bottles must be correctly labelled with the child name and expiry date.
- All Category 2 or 3 medication must be handed directly to a staff member, who will place it up high out of the reach of children (or in the refrigerator).
- Medication will not be given if it is out of date or has been prescribed to someone different than the child
- All permanent staff are able to administer medication and are required to check the right dose before administering.
- Administers are required to double check name, expiry date and the medicine correct dosage before giving it to a child.
- All medication administered must be recorded including written authority from the parent to administer the medicine consistent with the medication category, the name of the medication, the child's name, the amount of medicine given, the date and time medication was administered and by whom, and evidence of parent acknowledgement that the medication was administered
- All medicine must go home each day with the child. NO Medicine is to be left at childcare, except for long term medicines such as inhalers.
- A list of children with allergies is kept in the kitchen for Teachers to check every day before offering food to the children.
- These records are to be kept for 2 years.

Authorization

City limits childcare maintains general authority for staff to administer medicine to children on the enrolment form and with this policy.

The centre maintains a Medicine Register in which the following information is recorded:

- date
- name of child
- type of medicine/name
- dosage
- frequency
- staff signature
- parent signature

Reference: HS28,HS29

Approved by Management: March 2022

Responsible Management: All staff

Review date: March 2023