



Early Learning Centre

Medication Policy

Rational

Little Pioneers Early Learning Centre is committed to the safety and wellbeing of all its children.

Purpose

To develop and review the guidelines for the administration of medicine that reflects the needs and capacity of this centre.

Reference and Key Text:

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being documentation required:
HS28:

(1) a record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3.

(2) a record of all medicine (prescription and non-prescription) given to children left in the care of the service. Records include:

- . Child's name
- . Name and amount of medicine given
- . Date and time medicine administered and by whom, and
- . Evidence of parental acknowledgement.

When the same dose of Category (3) Medicine is administered on a repeat basis, parental acknowledgement may be obtained weekly or every 3 months.

HS29:

A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

Te Whariki:

Well-being - Goal 1. Children experience an environment where their health is promoted.

Procedures

- ✚ Medicine must be named.
- ✚ All medicine must be documented by the parents / caregiver in the Medicines Administration Chart. – Medicine type, dosage, time, date and child's name.
- ✚ Medicine must always be stored appropriately as the bottle / package states.
- ✚ Only qualified staff will administer medicine to a child.
- ✚ Qualified staff will always document and sign for when medication is given in the Medicines Administration Chart.
- ✚ A second staff member will witness the medication being given and sign in the medication Administration Chart also.
- ✚ Only named and prescribed medication from a Doctor or Pharmacist can be given to the named child. Exception: Bonjela / Nappy Creams / Herbal treatments.
- ✚ Parents will provide appropriate information and training to the non-medical staff members who elect to give medication to children.
- ✚ Medications and drugs will be kept out of the reach of children in the centre.
- ✚ The administering of medication while at the centre is acceptable at the teachers' discretion.
- ✚ It may be considered inappropriate for the child to attend the centre and the parents will be asked to take the child home until he or she is well again
- ✚ If any child reaches a temperature of more than 38 degrees, their parents / caregivers will be called and they will have to leave the centre until they are well.
- ✚ If a child has regular daily medication, for example an asthma inhaler there will be a form that gets completed once. This will give permission for the administering of this medication regularly or as needed.

Communication to Staff, Parents, Caregivers, Whanau and Children.

- ✚ Parents / Whanau will be shown the medication policy so that they are familiar with it.
- ✚ Parents / Whanau will be aware of where the Medicines Administration Chart is stored at easy accessibility for parents / caregivers.
- ✚ The staff member on inside duty for that day is in charge of ensuring that all medicines are given out at the correct times. Staff will be well aware of this task.
- ✚ Review of Medication policy, with Staff / Whanau / Parents / Caregivers.

Date November 2013

Reviewed Feb 2015

Signed _____

Reviewed annually.