



Medicine Policy

Prescription and Non-Prescription

RATIONALE:

Akoranga Preschool recognises that for the safety and well-being of the children in attendance, on occasion, medicine may need to be administered.

PURPOSE:

For children to have medicine safely administered when necessary according to direction of: -

- written authority by parents/guardians for staff to administer;
- the parent to administer themselves at the centre;
- doctor/ambulance staff, in case of emergency.

PROCEDURE:

Written authority for category (i) medicines will be given by signing on enrolment.

Written authority for category (ii) medicines will be given on the day, detailing the (a) name of the medicine; (b) the method and dose; (c) time and specific circumstances it is to be given; (d) to be signed when administered by the person administering and a witness.

Written authority for category (iii) medicines will be given at enrolment as part of an ongoing medication record.

The medicine record for category (ii) and (iii) will have a space for date, name of child, medicine name, medicine amount, time to be given, parent/caregivers authorising signature, time administered, record and signature of whoever administered medicine, record and signature of a witness of medicine

administrations. Category (iii) medicine administration records to be re-signed every three months by parent/caregiver.

Written authority must be obtained from parent/caregiver before medication can be administered.

Only named and prescribed medication from a Doctor or Pharmacist can be given to the correct named child.

Medicines are to be stored in a sealed snap locked bag in an area not accessible to children (kitchen cupboard). Medicines are to be disposed of or sent home after the time of administration on medication record/s.

All children on any antibiotics/penicillin must have been having this for 3 days at home before they come to the centre and teaching staff administer it.

All persons administering medication are required to have a current First Aid Certificate. Best practice is that only teaching staff administer and witness the giving of any medication.

Paracetamol or pamol/paracare will only be administered at Akoranga Preschool for a 24hr period before clearance from a doctor is requested to rule out the possibility that such pain relief could be masking the symptoms of something more severe.

CONSULTATION:

With who? How? By when?

Consultation:

- Who? Families/whanau
- How? Written and discussion
- When?

Date: Feb 2018

Review: Feb 2020