



Medicine Procedures

- Written permission for medication administration to be obtained specifying date, child's correct name, medicine name, amount to be given, parent/caregiver's signature, time given, signatures of person who administered the medicine and a witness, parent's confirmation signature on pickup of child.
- If medicine folder has not been signed by parent/caregivers, then **WE WILL NOT ADMINISTER MEDICINES. No telephone permission will be accepted for the administration of medication**
- Staff must check that the correct name and prescription dosage from the doctor or pharmacist matches instructions from the families
- Medicine to be removed and stored in designated medicine storage area immediately after administration.
- Medicine to be disposed of or sent home after administration time as designated 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. Relievers are not to administer medication.**