



Medicine Policy

Rationale:

Akoranga Preschool recognises that for the safety and well-being of the children in attendance, on occasion we may need to administer them medication. It is important that children who need medication have it safely administered at the appropriate time.

Links to Te Whāriki:

Wellbeing – Mana atua

The health and wellbeing of the child are protected and nurtured.

Categories of medicines:

Category (i) medicines:

A non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray and so on) that is:

- Not ingested
- Used for the 'first aid' treatment of minor injuries and
- Provided by the service and kept in the first aid cabinet

Category (ii) medicines:

A prescription (such as antibiotics, eye/ear drops and so on) or non-prescription (such as paracetamol liquid, cough syrup and so on) medicine that is:

- Used for a specific period of time to treat a specific condition or symptom and
- Provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines) that is prepared by other adults at the service.

Category (iii) medicines:

A prescription (such as asthma inhalers, epilepsy medication and so on) or non-prescription (such as antihistamine syrup, lanolin cream and so on) medicine that is:

- Used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema and so on) and
- Provided by a parent for the use of that child only

Procedures:

- Parents/caregivers will be asked on enrolment form if the child has a medical condition and/or medication that needs to be held at the centre, and to communicate if any arise after enrolment. An “Individual Health Plan/Ongoing Medication Form” will be completed for each medical condition/medication required.
- Parents/caregivers must notify teaching staff of any daily medications administered prior to the child’s arrival at preschool.
- Requests to administer pain relief (e.g. liquid paracetamol) will be assessed on a case-by-case basis with consideration to the child’s general wellbeing and advice given by a medical professional. Pain relief will only be administered at preschool for a maximum of 24 hours before clearance from a doctor is requested to rule out the possibility that its use is masking symptoms of something more severe.
- Before antibiotics will be administered at preschool the child must have been receiving treatment of antibiotics at home for 3 full days (72 hours) and be well enough to attend.
- Non essential medicines or supplements products (such as vitamins) will not be administered at centre
- Teacher’s personal medications must also be labelled and stored out of child reach in the staff room or classroom medication storage areas.

Written authority:

- Written authority must be obtained by parent/caregiver before medication can be administered. We will not administer based on permission given verbally.
- Written authority for category (i) medications will be given by signature on enrolment form.
- Written authority for category (ii) medications will be given on the day by completing the “Daily Medication Form” giving details of:
 - Child’s name and Date of Birth
 - Date
 - Medication name, expiry, storage and dose required
 - Method of administration
 - Time/Specific circumstance required
 - Caregiver signature
- Written authority for category (iii) medications will be given at enrolment or whenever there is a change by completing the “Individual Health Plan/Ongoing Medication form” giving details of:
 - Child’s name/DOB/Photo
 - Name of medical condition
 - Medication name, expiry, storage, and dose/frequency

- Method of administration
- Action plan/indication to administer
- Caregiver name/signature
- Written authority for category (iii) medications will be reviewed/updated if required and re-signed by caregiver **every 3 months**
- Written authority for category (ii) and (iii) medications will be stored in the respective medication folders in the kitchen cupboard.
- If parents/caregivers wish to provide a preparation for their child's comfort in response to minor skin irritations (e.g. lip balm, cornstarch powder, bepanthen and so on) these will be labelled with the child's name and stored out of child reach in the bathroom. Permission to administer will be given by signature on a permission slip – one copy to be stored with the child's enrolment form and one with the preparation.

Labelling and Storage

- Medication must be given to a teacher for correct storage on arrival at preschool – no medication items are to be left in children's bags.
- Category (ii) and (iii) medications must be labelled with the child's name and be in the original packaging which clearly shows the medication name, expiry, storage and dose required. For prescription medications this must be the original label printed at the pharmacy.
- Medications must be stored according to packaging instructions and out of child reach - either in the kitchen fridge, designated kitchen cupboard or children's bathroom shelves.
- Kitchen cupboards containing medications and forms will be clearly labelled to support quick access when required.
- Medicines no longer required or expired must be sent home or disposed of appropriately, and records of administration filed with child's records.

Training and administration

- Only teaching staff with a current first aid certificate are authorised to administer medication. Relieving teachers with a first aid certificate may witness, but not administer medication.
- Training for administration of category (ii) medications will be provided by general information sheets obtained from New Zealand health authority sources and names/signatures of teachers trained to administer will be recorded at the front of the "Daily Medication" folder.
- Training for administration of category (iii) medications will be provided by a conversation with parents and general information sheets obtained from New Zealand health authority sources and stored in the "Individual Health Plan/On-going

Medication” folder, and names/signatures of teachers trained to administer will be recorded on the child’s “Individual Health Plan/Ongoing Medication Form.”

- Teacher administering and teacher witnessing administration of category (ii) and (iii) medication will check the following details on the medication label and permission form to ensure they are correct and match:
 - Child’s name
 - Medication name
 - Dose/frequency
 - Time/Indication to administer
- If any details of the required details are not clear on the label or form, or do not match, medication will not be administered and parent/caregiver will be notified immediately.
- While administering medication to the specified child, medication is to be kept out of reach of other children.
- Teacher administering/teacher witnessing must fill in the time given and both sign the medication form.
- Parent/caregiver must sign the medication form to acknowledge that medication was administered.
- If for any reason medication was not administered as requested, this should also be documented and parent/caregiver must sign to acknowledge this too.