

## **Administration of Medications**

**Review date: Feb 2017**

- All medications must have the pharmacy /chemists label showing medication name, dosage, correct child's name and date.
- We will NEVER give medication that has another family members name on it.
- On-going and short term medications each have a separate medication book and a sealed storage bag.
- Plastic bags and books are kept in the kitchen.
- Parents/caregivers must fill out and sign a medication chart in the presence of a registered teacher. The parent must sign at the start of the day to show that they give their consent for the staff at Akoranga Preschool to administer medicine. When the child is collected at the end of the day, the parent must sign the medical register to show that Akoranga Preschool has correctly administered the medicine.
- The medication chart is stored in the relevant medication book until no longer needed.
- On-going medication forms MUST BE resigned every 3 months to ensure the medication dosage is current and that the date has not expired.
- 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.
- Medications will be administered by a registered teacher first and a current first aid certificate holder thereafter.
- All medicines MUST be kept out of the reach of other children while administering to child needing meds.
- If the family have not signed the meds book then we will NOT be giving any meds to children.
- Telephone permission from parents / guardians relating to administration of medication WILL NOT be accepted as this does not meet licensing standards. The child WILL NOT have their medicine for the day.
- 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.