



POLICY: **Medication Policy**

Links:

Regulations; HS28, HS29

Reg 46

Rationale & Objectives:

At Lumsden Kindergarten we will ensure that all medicines (prescription and non-prescription) are administered appropriately and safely by those people authorised to do so and according to the category of medicine. A record of medicines given to children and by whom are kept.

Procedures:

- The Centre manager and or Tokihi leaders give written authorisation to team members to administer medicines (prescription and non-prescription). Records of who is authorised to administer what medicines are maintained and all kaiako and relevant parents informed.
- Medicines are stored safely and appropriately and are disposed of or sent home with a parent (if supplied in relation to a specific child) after the specified time. A medicine register is kept with the medicines.
- A record with specific details on all medicine given to children is kept.
- Adults who administer medicine are provided with relevant information and/or training relevant to the task. A record is kept of information and training provided. Administers are required to double check name, expiry date and that medicine is correct dosage written on the child's medication and what the parent has written on the medication form and signed.
- All parents are informed as part of the enrolment process of the process. Written permission is gained as necessary.
- Only trained and registered teachers have authorisation to administer medicine and will have the dose double checked by another team member before administering to the child.
- On such cases where medication is given on a regular basis to treat an ongoing condition, such as diabetes, kaiako will be trained on how to do so. A record of such training is maintained.
- In cases of chronic illness, we develop individual health management plans in consultation with parents and the child's doctor if necessary.
- Team members will not administer any form of medicine or chemical via the skin or in the mouth of any child, other than water, ice pack or saline solution, unless the signed consent of parents is first obtained.
- Prescribed and non prescribed medications will only be administered with parents signed consent and according to instructions; and all medications will only be administered by

trained teachers. All medication given must be checked and signed off by a second team member who has witnessed the preparation of the medicine.

- If a parent brings in medication and signs it off kaiako must administer the medication. Kaiako cannot make the call not to give a child their medication if a parent has signed for it to be given.

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

- **HS28:** (i) 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.  
(ii) A record of all medicine (prescription and non-prescription) given to children left in the care of the service. Records include:
  - the correct 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 (iii) medicine is administered on a regular basis, parental acknowledgment may be obtained weekly or every three months.
  - Sticker on the medication must be from a registered doctor
- **HS29:** A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

Medicine Categories as listed by the Ministry of Education for Health & Safety Regulation 28:

**Category (i) medicines** – not used in our centre

**Category (ii) medicines**

Definition – a prescription (such as antibiotics, eye/ear drops, etc.) or non-prescription (such as paracetamol liquid, cough syrup, etc.) 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 are prepared by other adults at the service.

Authority required – a written authority from a parent given at the beginning of each day the medicine is to be administered, detailing what (name of medicine), how much (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

**Category (iii) medicines**

Definition – a prescription (such as asthma inhalers, epilepsy medication, etc.) or non-prescription (such as antihistamine syrup, lanolin cream, etc.) medicine that is:

- used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema, etc.); and
- provided by a parent for the use of that child.

Authority required – a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (medicine and dose), and when (time or specific symptoms/circumstances) the medicine should be given.

- Trained teachers will be instructed by parent/caregiver on how and what to administer (e.g. Ventolin), or if deemed necessary, a relevant specialist educator (i.e. Asthma educator).
- No prescribed medication will be held overnight in the centre, medication must go home with the child each day.
- Where a child has an ongoing need for medication (e.g. Ventolin) or has an allergy that requires immediate attention, the family/whanau can complete a preventative medication form that will allow administration of their prescribed medication as required.
- An action plan for the individual child will be created and placed in the kitchen areas and offices of both centres

#### Implementation:

The Centre manager, supported by the Tokihi leaders, ensures all team members are appropriately trained before being authorised to dispense medicines. They check that medicines are safely and appropriately stored, disposed of when no longer needed or out of date and that accurate records are kept. The Centre manager, with the support of the Tokihi leaders, regularly check records and staff performance of procedures.

Philosophy: *'Trusting relationships'*

Policy Developed: June 2017

Reviewed: June 2018, July 2019, August 2020, Sept 2021, Dec 2022