

## RATIONALE / INTENT:

We believe in the wellbeing of the children in our care. It is our practice to only administer clearly labelled medication that has been prescribed by a doctor or is within manufacturers written guidelines. Written approval of the administration of medication must be provided by parents/caregivers.

Current requirement of Reg46/HS122 - ECE regulations 2008

The categories of medications are on page 2 of this policy.

## GUIDELINES:

- All parents must provide the required information in the medication register. This information must be completed each day that the child requires the medication. The following information is required: -  
Category (i) and category (ii) medications
  - *Full name of child;*
  - *Date;*
  - *Name of medication;*
  - *Dosage;*
  - *Times to be given;*
  - *Parent's signature;*
  - *Name and initials of staff member who administered the medication and the name and initials of the staff member who witnessed the administration of medication.*
  - *Time and dose of administered medication and*
  - *Evidence of parental acknowledgement – daily for category (i), and in agreed timeframe for category (ii).*
- Staff must check the 'use by date' of the medication before administering it. If the medication has passed this date it must not be given. Paracetamol prescribed by a doctor has a two year "Best Before" period from the date of issue.
- Staff must check the prescription or manufacturers written guidelines where there is not a prescription. All medication will be administered in accordance with the doctors or manufacturers guidelines.
- Medications will not be administered where the name on the prescription is not that of the child intended.
- Where the parent authorisation and prescription (*manufacturers guidelines*) differ, discuss this with the parent (and have them correct it), and give the child the lesser of the two amounts.
- Standard measuring syringe or measuring spoon will be used
- Senior staff will check the medication chart regularly throughout the day. Particular attention will be paid before meal times.
- Children will not be given paracetamol / ibuprofen type medications at the centre unless approved by management. Please refer to the Illness policy regarding fevers. The centre will not provide these medications.
- For children who have regular medication, e.g. Asthma inhalers, this will be stored individually, and hygienically. An On-going medication form will be completed. Parents will train the staff on administration of these medications.
- Regular reminders are sent to remind parents of our guidelines on medication administration.
- No medication is to be left in a child's bag.

## PROCEDURE

1. Ensure that the parent/caregiver has filled out the date, child's full name, the correct name of the medication, the dosage and the time it is to be given – before they leave their child. Parents/caregivers will

also need to sign for authority to give the medication. Some parents/caregivers will need assistance when filling out the medication form.

2. Medication will be stored in the Kitchen, or Kitchen Fridge
3. Check the medicine chart at the beginning of each day and note any medications to be given during the day. Ensure all staff are aware of the medication requirements.
4. When administering medication to the child, check the name of child, the child who it is being given to, date, name of medication, dosage, times to be given and expiry. Ensure that the child's name matches the name on any prescription medications.
5. All medication administration is to be witnessed by another staff member, who checks the name of child, the child who it is being given to, date, name of medication, dosage, and times to be given
6. Both teachers must sign the chart.
7. Return the medication to the correct location, DO NOT LEAVE MEDICATION IN CHILDREN'S BAGS FOR ANY REASON.
8. Staff must obtain acknowledgement from parents at the end of the day, by having them sign the medication chart. If the parents do not come in, the administering person must follow up with parents and obtain their acknowledgment via email, or Storypark conversation.

### THE MINISTRY OF EDUCATION HAS DIVIDED MEDICATIONS INTO THE TWO FOLLOWING CATEGORIES:

#### CATEGORY (I) MEDICINES

##### *Definition*

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

1. issued for a specific period of time to treat a specific condition or symptom and
2. provided by a parent for the use of that child only or, in relation to rongoā Māori (Māori plant medicines), that is prepared by other adults at the service.

##### *Authority and acknowledgment required (written or digital)*

Authorisation is provided from a parent at the beginning of the period medicine is intended to be administered, (*Learning Curves will obtain this information each day*) detailing:

- what (correct name of medicine),
- how (method and dose), and
- when (time or specific symptoms/circumstances).
- Each day the medicine is given, parents acknowledge this was administered to their child.

The authorisation must be renewed if the period is extended or circumstances change. Parental acknowledgement is recorded.

#### CATEGORY (II) MEDICINES

##### *Definition*

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:

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

##### *Authority and acknowledgment required (written or digital)*

Authorisation is provided from a parent at enrolment as part of an individual health plan detailing:

- what (correct name of medicine)
- how (method and dose), and
- when (time or specific symptoms or circumstances).
- How often parents are asked to acknowledge their child received the medicine can be agreed between the service and the parents. 12 Months maximum time frame.

The authorisation to administer medicine is updated whenever there is a change.

Centre Documentation – “On-Going Medication Form”