



# Administration of Medicine Policy

## Rationale

Medication needs to be administered appropriately, safely, and correctly. The health and safety of the child is paramount.

## Purpose

- To protect children requiring medicine and staff administering medicine.
- To ensure safe storage of medicine at the Centre.
- To ensure parents are familiar with the procedures involved with administering medicine at the Centre.
- To comply with the Education (Early Childhood Centres) Regulations 2008.

## Guidelines

Parents or caregivers are required by regulation to inform, in writing, any medication to be administered. Details will include the child's full name, the type of medicine, the time it needs to be given, the amount needed, and a signature. Medication will only be administered by permanent staff that have a current first aid certificate and will be checked by a second staff member before being administered.

All medicine must have a prescription label on it with the child's name, the name of the medicine, and the amount that needs to be given. Any needs for long-term medicine (such as inhalers or epi-pens) should be discussed with the Centre Supervisor and the long term medication form needs to be filled in.

The Public Health Nurse will act as a resource person if required, for information on the administration of medication in the centre.

Medication will be stored away from children, either in the kitchen or the fridge. Medication will not be kept in children's bags. Medication left at the centre needs to be checked monthly. Any expired medicines will be disposed of safely.

## Category 1 Medicines

**Definition:** A non-prescription preparation (as detailed on the enrolment form) that is :

- Not ingested.
- Used for the first aid treatment of minor required for the specific preparations on their child for the period that they are enrolled.

## Category 2 Medicines

**Definition:** A prescription (such as antibiotics, eye/ear drops, etc.) or non-prescription (such as paracetamol liquid, cough syrup etc.) medicine that is prescribed by a doctor. Used for a specified period of time to treat a specific condition or symptom.

**Authority Required:** The medicine chart must be filled in correctly by the parent/ caregiver before the authorised staff member administers the medication. Written authority given at the beginning of each day the medicine is administered is required from the parent/ caregiver detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

## Category 3 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 on-going treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema, etc.)
- Provided by a parent for the use of that child only.

**Authority Required:** A Medicine Chart – Long Term Medication Form is 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 (method and dose), and when (time or specific symptoms or circumstances) the medicine should be given. The authorised staff member must fill in the date, medicine, dosage given, time given, and sign each time the medicine is administered.