



## Medicines Policy



### Rationale

To ensure that medicines are administered with the correct authority and are appropriately documented.

### Te Whāriki

#### Well-being - Goal 1

Children experience an environment where their health is promoted.

### Procedures

1. Parents/caregivers will be asked on the enrolment form if a child has a chronic illness and any medication the child has to take. Procedures will be put in place in the case of a child with a chronic illness. These procedures will be in the form of an emergency plan which will be reviewed every 3 to 6 months.
2. Parents must inform the centre staff of any medication administered prior to a child's arrival at the centre.
3. All adults who administer medicine to children will be provided with information and/or training relevant to the task.
4. All medicines must be removed from a child's bag and handed to a staff member. Medicines must be clearly labelled and the relevant details recorded on a medicines register. Parents should inform staff if the medication cannot be stored in the fridge. A visual reminder will be fixed to the wall so that all staff are aware that medication needs to be given that day. Whenever possible, children's medication will be returned to the parent/caregiver, who will sign it out at the end of the day and should not be stored at the centre overnight.
5. Medication will not be administered at Hopscotch unless it is:
  - a. Still within its use-by, expiry or discard date; and
  - b. Given by the appropriate parent or guardian; or
  - c. Given with the written authority of an appropriate parent or guardian; and
  - d. Given by a qualified First Aid Holder or the person administering the medicine is supported by a qualified First Aid Holder; or
  - e. Given by a doctor or ambulance officer in an emergency.
6. Before administering Category (ii) and (iii) medicines as outlined in Appendix 2 of the "Licensing Criteria for Early Childhood Education and Care Centres 2008", the witness will check the Medication Agreement, read out loud from the medicine label, the child's name, medicine name and dosage to be given. Prescription medicines must only be given to the child whose name is shown on the label.
7. Details of all medicines (whether prescription or non-prescription) given to a child while at the centre will be recorded in the medical register stating when it was administered, who administered it and by whose authority.