

Policy Category: HEALTH AND SAFETY
Date Created: January 2017
Policy Name: MEDICINE ADMINISTRATION

PURPOSE:

We will ensure that all medicines (prescription and non-prescription) are administered correctly and safely by those people authorized and trained to do so, and according to the category of medication. Medicines are stored safely and out of reach of our Tamariki, and records of medicines given to Tamariki, and by whom, are kept.

- Our centre complies with the criteria HS 25 by ensuring there is an adult is present at all times for every 25 children attending, (or part thereof) that:
 - ✓ Holds a current first aid qualification gained from NZ Qualifications Authority accredited first aid training provider
 - ✓ Is a registered medical practitioner or nurse with a current practicing certificate; or Is a qualified ambulance officer or paramedic
 - ✓ If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.
- **AUTHORISATION.**
 - ✓ **Written or emailed authority from parents will be required.**
 - ✓ **Checking will always be done for the right dose of the right medicine to the right Tamariki at the right time.**

GUIDELINES:

A) CATEGORIES OF MEDICINE

CATEGORY 1:

A nonprescription preparation (such as arnica cream, antiseptic liquid, sunblock, insect bite treatment, spray etc, that is:

- not ingested
- used for the “first aid” treatment of minor injuries: and
- provided by the centre and kept in the first aid cabinet.

The Authority Required: A written authority from the parent at enrolment to the use of specific preparations on their child for the period they are enrolled. The centre specifies these on the enrolment form or parents may specify others that they wish to supply. expiration dates are checked regularly and authorization forms reviewed termly.

CATEGORY 2:

A prescription such as antibiotics, eye/ear drops, or non- prescription such as paracetamol liquid, cough syrup medicine that is:

- used for a specific time period to treat a specific condition or symptom, and
- provided by a parent for the use of that child only, or in relation to Rongoa Maori (maori plant medicines), that is prepared by other adults at the centre.

The Authority Required: Presentation of the actual medication in the original named container, and completion of the centre’s medication authority form giving written authority from the parent at the beginning of each new treatment period, detailing “**What** (the name of medicine), **How** (method and dose), and **When** (time or specific symptoms/ circumstances) medicine is to be given”. Also **check B)5** in this statement): HS28. Signed on instruction, and at end of day to confirm medication has been given.

CATEGORY 3:

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

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



The 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 (method and dose), and when" (time or specific symptoms/ circumstances) medicine is to be given.

B). AUTHORIZATION:

- 1 The centre will include on the enrolment form, which is signed by the parent, a clause that provides a general authority for staff to administer "category 1" medicine to children in accordance with this policy.
- 2 The centre will provide a medication sheet for Category 2 medicines on which the following records will be kept: the name of the child, type of medication, dosage, frequency/ times to be given, medicine start date/finish date, parent's name and signature and date.
- 3 A sheet will be kept with the record of each administration of medicine, stating the date and times the medicine was given, the name and signature of the staff member who gave it and of the staff member who was witness to the medicine being given. (One of these people must be a registered teacher) Reg46/HS29. Rooms may also note reminders of medication to be given on their communication board.
- 4 A personal Health Plan Form will be given at enrolment for Category 3 medicines. This must be renewed each time there is a change in the treatment, and at least every term.
- 5 On receipt of medicine, the staff members must check and verify the type of medicine, dosage, frequency and if prescription medicine, the name on the label and use by date. Prescription medicine will not be accepted if it does not have the correct name, or the use by date has passed.
- 6 For specialized treatments or medications staff will seek advice and guidance from the health nurse, and training will be given to ensure all staff are comfortable on the phone with the procedures required. (See D) This is documented on the training sheet and risk register. book for the Health Nurse.
- 7 A daily list of medication requirements is placed in the kitchen areas.

C). STORAGE:

- 1 All medicine will be stored in accordance with the directions given and, in a place Xwhere children do not have access.
- 2 Only permanent rostered staff who have been authorized by the Director are to administer medicines and to make entries in the record book. A designated "Teacher Responsible" must either administer the medicine or be witness to the medicine being given.
- 3 No child shall be given medicine if a permission form has not been completed and signed by the parent. (These can be emailed if the parent's signature is confirmed).
- 4 No child shall be given medicine until the administration details have been checked.
- 5 Designated "Teachers Responsible" are responsible for ensuring that medicines are clearly labelled and stored safely where children can not access them.
- 6 All medication will be returned to the parents or given to a chemist to dispose of.

D). TRAINING

Any medical condition that requires specialist assistance will be discussed at team and staff meetings, and support training provided by the most appropriate specialist. New staff will be made aware of the procedures in the Induction programme.

Reference: Early Childhood Regulations 45, 46 Licensing Criteria HS25, HS28, HS 29

Reviewed: August 2025