

MEDICINE ADMINISTRATION POLICY

Contact Authority	Manager: Polykids Childcare Centre
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Rationale

Polykids maintains a medicine register of all medication and medically prescribed ointment and creams to be administered at the Centre. Medication registers are kept in each area (under two and over registers) beside the diary.

The procedure below is to ensure medication is administered according to instructions of parents, this policy and the wellbeing of the child. Two staff shall administer medication ensuring the medicine is checked and administered properly.

National Guidelines

Te Whariki:

Well-Being; Goal 1: Children experience an environment where their health is promoted.

Licensing Criteria: HS28; HS29.

Procedures:

Parents are required to fill in:

- The name of the child
- The name/type of medication
- What it is for
- Dosage
- Frequency
- Time the medicine was last given
- Parent signature
- Date of medication each day to be given

Staff will record:

- Time and date given
- Signature of staff member administering the medicine
- Signature of staff member witnessing the administration

When medications are given, only staff members will administer:

- No child shall be given medication unless there is a record entered into the medicine book
- Children will only be given medicine/ointments from containers with their names and dosage details labelled.
- No child shall be given medication unless the medicine book has been checked
- On each occasion on which medication is administered, staff will ensure that the details are accurate and promptly recorded in the medicine book.
- All staff can administer medication. In the case of epi-pens, specific training is provided.

The staff will ensure that all medication is labelled and stored in accordance with directions and in a place where children cannot access them.

The staff will ensure that medications that have been used in the past will be returned to parents or safely disposed of.

This policy includes all prescribed medicines and prescribed ointments, inhalers, paracetamol and cough mixtures, (category ii and, in specific instances, category iii). This policy does not include creams/ointments for nappy areas or sunscreens that are not prescribed.

Category I medicine:

A non-prescription preparation (such as arnica cream, antiseptic liquid), that is not ingested but used for first aid treatment of minor injuries; and provided by the service and kept out of access by children.

Category II medicine:

This is 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 the parent for the use of that child only.

Written authority must be given by the parent at the beginning of each day the medicine is administered, detailing what (the name of the medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine is to be given.

Category III medicine:

This is a prescription medicine (such as asthma inhalers, epilepsy medication, epi-pen), or non-prescription (such as lanolin cream, antihistamine syrup), medicine that is:

- Used for on-going treatment of a pre-diagnosed condition
- Provided by the parent for the use of that child only.

Parents must give written authority on the Category iii medicine form. The authority must include: name of the medicine, method of administration and dose, time and/or specific symptoms/circumstances the medicine should be given. If the authority relates to a medically diagnosed condition, such as epilepsy, and individual health plan should also be included.

This Policy has had full consultation with parents

Reviewed: February 2019

Next Review: February 2022

Approved by: Executive Assistant to the CEO

Date: / /