



# PELORUS COMMUNITY PRESCHOOL

## Administering Medication

**Education [Early Childhood Services] Regulations 2008 (and its Amendments):**

**Regulation 46**

**Licensing Criteria for Early Childhood Education and Care Centres 2008:**

**Criterion HS28, HS29**

### **Rationale**

To ensure that children enrolled at PCP receive appropriate medication as required for their health, wellbeing and safety.

### **Purpose**

To ensure teachers receive legal protection, appropriate education and support when dealing with issues related to the administration of medication. To ensure that teachers administer medication according to health and safety requirements.

### **Policy**

- Medications shall be administered safely as required for children's health, wellbeing and safety
- Teachers will ensure that any administration of children's medication is authorised by parents on the PCP enrolment form (category (i) medicines only) or on the PCP medication request form prior to administration (category (ii) and category (iii) – (See Appendix 3 "Categories of medicine and written authority required from parents for criterion HS28" (Licensing Criteria for Early Childhood Centres 2008) as attached to this policy.)
- Parents/whānau are required to provide written medical information about the child's condition, the medication and any associated apparatus necessary to ensure teachers can respond appropriately to medical emergencies.
- Teachers shall record the child's name, medical information – instructions; dosage, time and date of medication
- All teachers must hold a current First Aid Certificate and the administration of any emergency care will be within the terms of that qualification. Where the wellbeing of a child requires further assistance, the appropriate emergency help will be sought.
- Teachers will contact the Senior Teacher for further advice when issues of attendance of children with specific medical needs and/or the administration of medication to children is of concern
- These records will be kept for seven years

## **Procedures**

- Children requiring medication during attendance at preschool will be required to have a Medication request form completed by their parent or caregiver. This form will be completed with the child's whanau teacher or secondary teacher present.
- All Category three medication will be reviewed by staff quarterly and if no medication has been administered this will be recorded at nil dosage given. This will ensure that all medication request forms are kept up to date.
- The medication is to be given to the child's whanau teacher to store appropriately, inaccessible to children.
- Any medication administered will be as prescribed and given as per the instructions on the medication label. The medication must have the actual child's name (i.e. not siblings) on the bottle and the actual amount to be given. If these are not correct, the medication cannot be administered and the child may not be able to attend preschool that day. In the case of one bottle of medication being prescribed for the whole family, the label must be clear with the name of each child and amount prescribed for individual children.
- The whanau teacher is responsible for giving the medication and will administer the medication as authorised with a second staff member present to verify such action.
- The whanau teacher will complete the medication request form, sign it and have the second staff member present sign it too.

**Reviewed: January 2015**

**Review Date: January 2017**

## **Appendix 3 “Categories of medicine and written authority required from parents for criterion HS28” (Licensing Criteria for Early Childhood Centres 2008)**

### **Category (i) medicines**

*Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is:*

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

**Authority required** – *a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.*

### **Category (ii) medicines**

*Definition – 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 specified period of time to treat a specific condition or symptom; and*
- *provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.*

**Authority required** – *a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose) and when (time or specific symptoms/circumstances) medicine is to be given.*

### **Category (iii) 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 ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and*
- *provided by a parent for the use of that child only.*

**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) the medicine should be given.*