

MEDICATION POLICY / PROCEDURE

Reg 46 / HS28

RATIONALE / INTENT:

At Little Scholars we believe in the wellbeing of the children in our care. It is our practice to only administer clearly labelled medication that has been prescribed by a doctor or is within manufacturers written guidelines. Written approval of the administration of medication must be provided by parents/caregivers.

Current requirement of Reg46/HS28 - ECE regulations 2008

The full list detailing categories of medications are on page 2 of this policy.

GUIDELINES:

- All parents must provide the required information in the medication register. This information must be completed each day that the child requires the medication. The following information is required: - **Category (ii) and category (iii) medications**
 - ◆ *Full name of child;*
 - ◆ *Date;*
 - ◆ *Name of medication;*
 - ◆ *Dosage;*
 - ◆ *Times to be given;*
 - ◆ *Parent's signature;*
 - ◆ *Signature of staff member who administered the medication and the signature of the staff member who witnessed the administration of medication.*
 - ◆ *Time of administered medication and*
 - ◆ *Evidence of parental acknowledgement.*
- Staff must check the 'use by date' of the medication before administering it. If the medication has passed this date it must not be given. Paracetamol prescribed by a doctor has a two year expiration period from the date of issue.
- Staff must check the prescription or manufacturers written guidelines where there is not prescription. All medication will be administered in accordance with the doctors or manufacturers guidelines.
- Senior staff will check the medication book regularly throughout the day. Particular attention will be paid before meal times.
- If a child is running a high temperature (38°C or above) staff will seek parent approval before administering paracetamol. Parents will be required to fax or email through their approval or sign for it when they arrive to collect their child. Please refer to the Illness policy regarding fevers.
- For children who have regular medication, e.g.. Asthma inhalers, this will be stored in a plastic bag with written directions of use and a parent/caregiver signature.
- Regular reminders are in the newsletters to remind parents of our guidelines on medication administration. No medication is to be left in a child's bag.

PROCEDURE

1. Ensure that the parent/caregiver has filled out the date, child's full name, the name of the medication, the dosage and the time it is to be given. Parents/caregivers also need to sign an authority to give the medication. Some parents/caregivers will need assistance when filling out the medication form.
2. Check the medicine chart at the beginning of each day and note any medications to be given during the day. Ensure all staff in your room are aware of the medication requirements.
3. When administering medication to the child, check the dose, medicine, instructions and the child's name. Ensure that the child's name matches the name on any prescription medications.
4. All medication administration is to be witnessed by another staff member, who checks the dose, medicine, instructions and the child's name.
5. Both teachers must sign the chart.
6. Return the medication to the correct location, DO NOT LEAVE MEDICATION IN CHILDREN'S BAGS FOR ANY REASON.
7. Staff must obtain acknowledgement from parents at the end of the day, by having them sign the medication chart.

The Ministry of Education has divided medications into the three following categories:

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 specific 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.

- Category (i) medications which are administered will be recorded in the accident / incident register.
- Category (ii) medications will be recorded on the medication charts
- Category (iii) medications will be recorded on 'on-going medication' forms or daily on the medication charts.