

**MEDICINES POLICY**

**RATIONALE**

At Flying Kiwi Preschool the needs of each tamaiti are paramount in the decisions we make. On occasion we are required to administer medicines to tamariki in attendance.

**TE** **WHĀRIKI**

***Well-being/Mana******atua******-******Goal******1:*** Tamariki experience an environment where their health is promoted.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Health** **and** **Safety:** **Child** **Health** **and** **Wellbeing**

* **HS28:** Medicine (prescription and non-prescription) is not given to a child unless it is given: by a doctor, or ambulance personnel in an emergency; or by the parent of the child; or with the written authority (appropriate to the category of medicine) of a parent. Medicines are stored safely and appropriately, and are disposed of or sent home with a parent (if supplied in relation to a specific child) after the specified time.

**DOCUMENTATION** **REQUIRED:**

1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3.
2. A record of all medicine ( prescription and non-prescription ) given to children attending the service. Records include: name of the child; name and amount of medicine given; date and time medicine was administered and by whom; and ·evidence of parental acknowledgement.
* **HS29:** Adults who administer medicine to children ( other than their own ) are provided with information and/or training relevant to the task.

**DOCUMENTATION** **REQUIRED:**

A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

**PROCEDURES**

* Medicine (prescription and non-prescription) is not given to tamariki unless it is given: by a doctor, or ambulance personnel in an emergency; or by the mātua of the tamaiti; or with the written authority (appropriate to the category of medicine) of a mātua.
* When arriving with medicine, mātua must record the dosage and relevant details in the Medicine Record book, and check with a kaiako for the appropriate storage place.
* A record is kept of all medicine (prescription and non-prescription) given to tamariki attending the centre. The Medicine Record book includes the name of the child; name, amount/dosage, and expiry date, of medicine given; date and time medicine was administered and signed by kaiako; and checked and signed by another kaiako, and evidence of mātua acknowledgement. Care will be taken to use the correct strength and dosage of medicine, as advised by a mātua.
* Prescribed and non-prescribed medicines are to be brought into the centre in original packaging which clearly shows the name of the tamaiti, purpose, dosage, and expiry date. Mātua must clearly label any medicines brought into the centre.
* Medicines are stored safely and appropriately, and are disposed of or sent home with a parent ( if supplied in relation to a specific child ) after the specified time.
* Any tamaiti requiring pain relief should not be in attendance at the centre. However, exceptions will be made with regard to teething (see Teething Policy).
* Kaiako need to be informed of any medication administered prior to a tamaiti arriving at the centre.
* In the case of sudden injury and possible shock our kaiako are trained in the administration of first aid and are only able to administer first aid until medical staff arrive on the scene.
* A tamaiti prescribed antibiotics for any illness should not return until at least 24 hours after treatment has started or at the centre manager's discretion. Taking prescribed antibiotics does not automatically ensure your tamaiti is well enough to resume attendance. Please refer to our Tamaiti Health Policy.
* Medicine provided by Mātua that is used for ongoing treatment of a pre-diagnosed condition will be administered with written permissions from Mātua upon enrolment as part of an individual health plan. Mātua acknowledgement of this medicine administered will be obtained and recorded at least every three months.
* Records of medicine administered to tamariki will be kept for two years.
* Kaiako who administer medicine to tamariki (other than their own) are provided with information and/or training relevant to the task. A record is required of training and/or information provided to kaiako who administer medicine to tamariki (other than their own) while at the centre.

**LINKS** **TO:**

* Tamaiti Health Policy
* Teething Policy

**Date** **approved:**

**Review** **date:**