



1.6 Administering Medication Procedures

Classification: Health, Safety and Wellbeing

Linked Policy: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

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

To ensure authorised kaimahi receive, appropriate education and training to ensure they are equipped and comfortable to administer medication to children when necessary.

To ensure that authorised kaimahi administer medication following best practice guidelines.

Medication (both prescription and non-prescription) will only be administered to a child in the following situation:

- 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 medication) of a parent by an authorised kaimahi.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Medication Classifications:

In line with the HS122 of the Licencing Criteria, medication is classified as follows:

Classification	Description and Required Action (direct copy from the MoE website – 15/1/2026)
Category (i)	A prescription (such as antibiotics, eye/ear drops and so on) or nonprescription (such as paracetamol liquid, cough syrup and so on) 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 rongoā Māori (Māori plant medicines), that is prepared by other adults at the service. Authority and acknowledgement required (written or digital) Authorisation is provided from a parent at the beginning of the period medicine is intended to be administered, detailing: • what (name of medicine); • how (method and dose); and • when (time or specific symptoms/circumstances). The authorisation must be renewed if the period is extended or circumstances change. Each day the medicine is given, parents acknowledge this was administered to their child. Parental acknowledgement is recorded.





Category (ii)	A prescription (such as asthma inhalers, epilepsy medication and so on) or non-prescription (such as antihistamine syrup, lanolin cream and so on) medicine that is: - used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema and so on); and - provided by a parent for the use of that child only. Authority and acknowledgement required (written or digital) Authorisation is provided from a parent at enrolment as part of an individual health plan detailing: - what (name of medicine); - how (method and dose); and - when (time or specific symptoms/circumstances). The authorisation to administer medicine is updated whenever there is a change. How often parents are asked to acknowledge their child received the medicine can be agreed between the service and the parents.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Ensure the correct permissions gained if medication is required to be administered to a child. Ensure the correct forms (Category (i) or (ii)) are available as required, and maintained in the Medication Records book. Ensure that kaimahi have appropriate information and/or training on the administration of medication where necessary. Ensure any medication beyond its use-by date is returned to the whanau. Ensures medication is stored safely and appropriately. Ensures that the Individual Health Plans (IHPs) are reviewed at the end of each term in collaboration with the parent/whānau to update any information. Ensure that parents/whānau are made aware of requirements relating to the administration of medication during enrolment
Kaimahi	Ensure they have the appropriate training to administer the specific medication. Ensure that the correct medication is administered and that it is within its use-by date. Ensure the correct forms (Category (i) or (ii)) are completed upon administration of medication.





Kindergarten Support Leads (PPL, H&S Lead, Operations Lead or Specialist Support Lead)	Oversees yearly Assurance Checking.
Parent/whānau	Informs the service if medication is required to be administered to a child. Ensures that the information contained in the IHP is kept up to date.

Documentation of medication (prior to administration of medication)

1. Ensure the correct forms are completed and signed by the child's parent/whānau prior to medication being administered:
 - Category (i) - Medication Records Booklet (on enrolment or as required). Ensure the daily acknowledgement form is completed by the parent.
 - Category (ii) - Ensure an IHP is completed for the child, and any administration of medication is clearly documented.
 - Liaise with parents about their preferences around acknowledging administration of the medication

Labelling and Visibility

1. Maintain a visible and confidential **Allergic Reaction/Serious Condition Plan** for children with known allergies and/or serious medical conditions.
2. Clearly label all category (i) and (ii) medication with the name of the child to whom the medication is to be administered.
3. Confidentially display an up-to-date list of children who have allergies or serious medical conditions in the kindergarten office and/or discreetly in the kindergarten, including the seriousness of allergy (eg mild or severe).

Training

1. Ensure kaimahi are trained in the administration of the medication for the specific needs of the child.
2. Complete the relevant training documentation.
3. Only a kaimahi trained in administering the medication may do so.
 - If there is no kaimahi with this training available, the parent/whānau/ caregiver must be informed immediately.
4. Individual Health Plans must be easily available to ensure all kaimahi can refer to it quickly as needed.

Administration of medication

1. Ensure that you are noted as a trained administrator of the medication. If you are not trained for the child, you are not able to administer the specified medication.
2. Follow the instructions documented in the relevant paperwork to administer medication.





3. Prior to administering the medication, reference the name on the medication with another qualified kaiako and check the required documentation
4. Record the medication administered in the 'Medication Records booklet' immediately after they have been administered to the child.

Parent/Whānau Notification and Sign-off

1. Inform parents/whānau daily when medication has been administered.
 - a. Category (i) medication – this will be daily
 - b. Category (ii) medication – this will be in accordance with the parent's requirements
2. Obtain parent/whānau signature on the relevant paperwork at pickup.

Kaimahi personal medication recommendation

1. It is recommended that kaimahi that have a health issue that could require intervention or support share a copy of an Individual Health Plan with their peers.
2. Kaimahi will ensure that any personal teacher medication is stored safely and appropriately and removed from the premises once no longer required.