



Operational Policies

7.27 Administering of Medication Policy

Classification: Health and Safety
Applies to: All Employees
Approved by: General Manager

Date: May 2022
Review Date: May 2025

Purpose:

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

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

To ensure that teachers administer medication following best practice guidelines.

References:

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for ECE Centres 2008
- Association Medication Records Booklet

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers- are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres - are referred to as services
- Medication - refers to those medications provided for the child by a medical practitioner.
- Category (i) medication – non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray, etc) that is not ingested; used for first aid treatment of minor injuries and is provided by the service and kept in the First Aid cabinet.
- Category (ii) medicines – a prescription (such as antibiotics, eye/ear drops) or non-prescription (such as paracetamol liquid, cough syrup, etc). Medicine that is for a specific period of time to treat a specific condition or symptom and is provided by the parent for the use of that child only.
- Category (iii) medicines – 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 is provided by a parent for the use of that child only.

Policy

The Association recognises the importance of having clear and effective policy and procedures guiding the administering of medication. The guiding principles of this policy are:

1. 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.
2. It is the responsibility of the parent to inform the service if medication is required to be administered to a child.
3. It is the responsibility of the Service Leader to ensure the correct forms are completed and permissions gained if medication is required to be administered to a child. These are located in the services' 'Medication Records' booklet.
4. The Association will support teachers to have appropriate information and/or training on the administration of medication where necessary.
5. If an attending child has a condition where a difficult or complex medication or medical procedure is required to support the child's well-being, the Service Leader will work with the family and teaching team to find a solution and ensure any necessary training. The Service Leader will contact the Association if they additional support and/or training is needed.
6. Any medicine beyond its use-by date will not be administered to children.

Procedures

1. Teachers will ensure that at enrolment, induction and at regular intervals through newsletters and the like that parents are made aware of requirements relating to the administration of medication.



2. The Service Leader is required to ensure the correct forms for the different categories of medication (see Medication Records Booklet) are completed and signed by the child's parent prior to medication being administered:
 - Category (i) Enrolment form
 - Category (ii) Medication Records Booklet (daily permission)
 - Category (iii) Medication Records Booklet (on enrolment or as required)
 - Allergic Reaction/Serious Condition Plan for children with known allergies and serious medical conditions
3. All category (ii) and (iii) medication must be clearly labelled with the name of the child to whom the medication is to be administered. Teachers must check they are not administering medicines beyond their use-by date.
4. All medication is to be stored safely and appropriately and be disposed of safely or sent home with the child's parent after the specified time.

Category (iii) medication

5. In the case of category (iii) medications that may be administered on an "as required" basis (eg. asthma inhalers, hydrocortisone cream or antihistamine, allergic reaction medication, etc), parents are required to fill out an Individual Medication Plan (IMP) for their child.
6. Teachers will follow the instructions of parents documented in the IMP when administering medication. If the medication requires specialised training to be able to confidently administer it, teachers will receive training to be able to do so, either by the parent or an appropriately qualified person. This will be recorded on the IMP. Only a teacher who is trained in administering the particular medication may do so. If there is no teacher with this training available, the parent/ whānau/ caregiver must be informed immediately.
6. The Service Leader is required to ensure teachers record that the medication has been administered in the 'Medication Records booklet' immediately after they administer medication to a child.
7. The Service Leader must ensure that the parents/whānau/ caregivers have been informed that the medication has been administered and sign the record on picking up their child.
8. An up-to-date list of children who have an allergy or serious medical condition must be displayed in the service office and/or discreetly in the kitchen area to ensure all teachers and relievers are aware of allergies and serious medical conditions. Seriousness of allergy eg mild or severe is to be identified.



Kaitiaki Kindergartens

9. It is the parents'/caregivers' responsibility to ensure that this information contained in the IMP is kept up to date. However, the Service Leader will ensure that the IMPs are reviewed at the end of each term in collaboration with the parent to update any information.
9. The Service Leader must inform their PPL if training is required for administering a specific medication to a child, to ensure this training can be arranged.
10. Teachers will ensure that any personal teacher medication is stored safely and appropriately and removed from the premises once no longer required.

Signed:

General Manager

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Date: 30 March 2023

Endorsed by

Signed:

President of the Board

A handwritten signature in black ink, featuring a large, stylized initial 'P' followed by a long horizontal stroke.

Date: 30 March 2023