

Medicine Policy

Reference: Education (Early Childhood Services) Regulations 2008, regulation 46
Licensing Criteria for Early Childhood Education and Care Centres 2008, HS28,
HS29

Rationale: At Little Explorers medication may be required to be given to children in our care. We take steps to ensure that medications are given correctly to promote children's health and wellbeing.

Objectives:

- To ensure that no child is given medication without the appropriate authority from parents, guardian, whānau or in an emergency; ambulance staff or a doctor.
- To inform all staff and parents, guardian and whānau of the procedures of the centre.

Procedures:

- The medicine register is kept in the Health and Safety File near the microwave in the preschool and the nursery.
- When a child requires medicine to be given at the centre details are written in this register by the parent, guardian or whānau member. These details include the date, time, child's name, medication required, dosage and the signature of two people overseeing the administering of such medicine.
- Parents need to inform staff of instructions so the staff are then able to put on the white board. If parents have given medicine before attending they need to inform staff e.g. paracetamol, so dosage isn't exceeded.
- Parents need to be aware that the times they have written down for administering medicines may not be strictly adhered to due to the nature of the day. Therefore if your child needs their medicine at an exact time parents will need to please come and administer it themselves.
- For children on continuous medication (category (iii) medicines) this is to be recorded on the continuous medication sheet kept in the medication file with the medication name, dosage, time and duration required so that staff are not required to gain daily approval. Parents are required to reaffirm the need for the medication once every 3 months and sign that they have been notified after each administration of the medicine.

Approved: 15/09/07

Last Reviewed: 10/08/15