



Riverside Educare

Administration of Medicine policy

Rationale:

The needs of each child are paramount in the decisions we make. On occasions we are required to administer medicines to children in attendance

Te Whāriki

Well-Being- Goal 1. Children experience an environment where their health is promoted.

Procedures:

- Any child requiring pain relief should not attend the centre. However, exceptions can be made at the discretion of centre management/head teacher.
- Teachers need to be informed of any medication that has been administered prior to the child's arrival at Riverside Educare.
- In the case of sudden injury and possible shock, our teachers are trained in the administration of first aid until parents/ medical staff arrives at the scene.
- A written record of any medicine administered can be found in the medicine book in each room.
- All medicine will be administered by a teacher. The dosage given will be checked by another teacher and both will sign the medicine book.
- Parents should clearly label any medicines brought into the centre, record the dosage to be given, the time of last dosage and relevant details in the medicine book, and check with a teacher for the appropriate storage place.
- Storage of medicines will be in the kitchen or fridge, or on a high shelf
- Prescription medicines and homeopathic remedies are to be brought into the centre in original packaging, which clearly shows a name, dosage and expiry date.
- Being prescribed antibiotics does not automatically ensure your child is well enough to resume attendance. Please refer to our health policy.
- Teachers will only administer prescription medicine to children if it has been prescribed to them and has their name on the label, or doctor's note
- Children requiring special medication (e.g. diabetics), will have an Individual Health Plan written for them in consultation with the public health nurse and other relevant professionals.
- Teachers will be trained, with the guidance of the health professionals in administering any special medication. Copies of Individual Health Plans are placed in the child's room and also in the filing cabinet in the office.
- No medicines are to be kept in children's bags.

Date Reviewed: July 2017

Licensing Criteria HS28 HS29