

# Medicine Administration

Licensing Criteria 2008, Health and Safety, Child Health and Well-Being Documentation required:

- **HS28:** (i) 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. (ii) A record of all medicine (prescription and non-prescription) given to children left in the care of the service. Records include:
  - Child's name
  - Name and amount of medicine given
  - Date and time medicine administered and by whom, and
  - Evidence of parental acknowledgement. When the same dose of Category (iii) medicine is administered on a regular basis, parental acknowledgment may be obtained weekly or every 3 months.

**HS29:** A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service

1. Any medication or treatment to be administered to a child at the Centre will only be undertaken when: the parent/caregiver has filled in and signed the Medication form,(or in an emergency where the parent gives verbal permission over the phone and signs the form when they pick their child up) which shows
  - name of the Child
  - type medicine/name
  - the date
  - dosage
  - time to be given
  - given by
  - checked by
  - time given
  - parents signature
  - Storage details
  - For on going treatment and inhalers parents will sign a form monthly
  - The directions must be included on the label of the dispensed medicine. The person administering the medicine must follow these directions.

The forms will be kept in the kitchen (for the Tui's & Kiwi's & and the Moa's forms in the folder next to the First aide cabinet ) and when all the doses have been administered, the form will be kept in the medicine form folder in the kitchen and filed monthly.

All medicines will be stored in the fridge (if directed on script) or on the top shelf in the pantry in the kitchen for Kiwis & Tui's, and in the basket on the top shelf in the Moas room for the Moa's.

All individual medication is to be clearly named with the child's name and surname.

### **Administering medicine**

1. Only the Team Leader, Assistant TL, or staff member nominated by them (kitchen duty staff member), is authorized to administer medicines and make entries in the medicine register.
2. No child shall be given medicine unless there is a record entered in the medicine form which specifies all the details (in clause 1 of this policy statement) and/or it has been clearly authorized by the parent.
3. No child shall be given medicine unless the staff member or person specified under 1) of this policy has first checked the record to ensure that they administer the correct type and dosage ( correct for the age/weight of the child) of medicine to the right child.
4. On each occasion on which medicine is administered, the Team Leader or nominated person will ensure that the details (specified under 3) are accurately and promptly recorded in the medicine book/register.
5. The T.L. will ensure that all medicines are labeled (with the name of the child) and stored (and returned after use) in accordance with directions and in a place where children cannot access them.
6. The T.L. will ensure that medicines, that are past their ' use by' date, and those for children who have or are about to leave, are returned to the parent (or if not possible then safely disposed of; i.e.; given to a chemist).
7. Appropriate information and training will be provided for staff on how to administer medication to children e.g. Asthma puffers & EpiPen Adrenaline auto-injector, and recorded in the Professional Development file.

**Responsibility for Policy review: Manager**

**Who will be consulted: Committee, Parents/Whanau, Staff**

**Scheduled review: once every year**

Reviewed November 2006

Reviewed December 2008

Reviewed August 2011

Reviewed December 2007

Reviewed March 2010

Next review September 2012