



## 1.3 Administering Medicine Policy

### Rationale

To have in place procedures that is familiar to parents/whānau, and kaiako regarding the administration and access of any medication.

To protect children from accidentally taking other children's medicine. To ensure that medication is given correctly by kaiako as prescribed and directed by parents/whānau.

[Link to Te Whāriki](#) – The health and wellbeing of the child are protected and nurtured.

[Link to OMP Value](#): Being Professional and ethical.

### Procedures

- The Medicine Register is kept on the shelf above the coat hooks in the Tui class in marked Blue folder and is to be used for the children from both classes.
- The Medicine Register is to be completed by the parent/caregiver and signed detailing the child's name, what is prescribed, when and how much. Once kaiako has given the medicine as required they will sign to confirm. A second kaiako will sign the register to confirm they have witnessed the medication was given correctly. Medicines are to be given back to parents/whānau when child departs for the day and signature required to acknowledge medicine has been given.
- Each class provides a tray to store medicine (located on top of the First Aid cabinet in both classrooms) where is accessible to parents/whānau and kaiako but not to children. If the medicine needs to be kept cool it can be kept in the fridge in either class which cannot be accessed by children. No medication will remain in a child's bag.
- Long term use of medication such as inhaler will require prescription from a General Practitioner or Specialist. This will need to be verified every 3 months and parents/whānau are required to complete the Administration of Long Term Medicines form (copy attached).
- Kaiako may apply topical ointments/creams such as paw paw cream in a minor first aid situation which is recorded on Safetynest for parents to sign to signify they have been notified.
- Kaiako are given training as part of their induction process regarding how to administer medicines safely and how to follow correct procedure.

Introduction date:	Review date:
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent approval and comment.

Reference: Licensing Criteria 2008, HS28, HS29. Te Whāriki (2017) MOE, Wellington.