

Administering Medicine – Procedure PO180-1

PURPOSE

To ensure that children experience an environment where their health is promoted and they are kept safe from harm (Te Whāriki 2017).

To ensure the centre has a medicine plan, in place for children with allergies or health issues that has been agreed to by whānau.

To ensure the centre meets Licencing Criteria HS28, regarding the administration of medicines in Early Childhood Centres.

PROCEDURE

Staff members will be trained in how to administer medications. Staff medication training will be recorded in the medicine book.

For the administration of category (i) medicines
Defined as- a non-prescription preparation.....

	RESPONSIBILITY	EVIDENCE
1. There must be written permission from a parent/guardian for category (i) medications to be administered on the child's enrolment.	Parent/guardian, Centre management	Enrolment form/file
2. Signed permission for category (i) preparations may be given upon enrolment or at any time prior to the administration of the preparation.		

For the administration of category (ii) medicines
Defined as- a prescription (such as antibiotics...

There must be written authority from the parent/guardian on the day that any category (ii) medicine is to be administered.

STEP	RESPONSIBILITY	EVIDENCE
1. Medicine is handed to a staff member. Medications must not be left in children's bags.	Parent/guardian	
2. Staff member has parent/guardian complete the medicine permission chart	Parent/guardian, staff member	Medicine Chart

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Please refer to the electronic source (QMS) for the latest version.

3.	<p>The chart must note:</p> <ol style="list-style-type: none"> The child's name The name of the medication The dose to be administered The time or specific circumstances the medication is to be given How the dose should be administered The parent/guardian's signature <p>NB: All details must match those detailed on the medication label.</p>	Parent/guardian, staff member	Medicine Chart
4.	<p>At the time or under the circumstances detailed on the form and the medication label:</p> <ol style="list-style-type: none"> Two staff members will check all details on the medicine chart and medication label. One staff member will administer the required dose while the other observes. <p>NB: If any details don't match those noted on the chart, the medication will not be given until the details have been clarified. Only the dose noted on the medication will be given. Prescribed medication will only be given to the person for whom it has been prescribed.</p>	Staff member administering medication	
5.	Both staff member's names are to be legibly noted on the chart	Staff member administering medication	Medicine chart
6.	At the end of the day, the parent/guardian will be asked to sign the chart a second time, to acknowledge that they have been advised that the medication was given.	End of day staff	Medicine chart
<p>For the administration of category (iii) medicines Defined as- a prescription (such as asthma inhalers...</p>			
STEP		RESPONSIBILITY	EVIDENCE
1.	Once the parent/guardian has disclosed that their child has an ongoing need for medication, they are to complete and sign a Medical Permission Form. All details are to be completed and also signed by a centre staff member	Parent/guardian, Centre management	Medical Permission Form
2.	The Medical Permission Form is stored in the medical plan booklet in the centre	Team Leader	Medical plan booklet

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3.	A copy of the Medical Permission Form is to be kept in the child's enrolment file	Centre Management	Enrolment File
4.	The person receiving the form from the whānau must advise the team leader and whānau teacher and of the details. Team Leaders will advise the staff team.		
5.	When the child requires the medication, the staff members administering it will follow steps 4 and 5 of the Category (ii) medication administration guidelines above.		
6.	The staff member will complete the medicine chart, " <i>Medical Permission Form</i> " will be noted in the first signature column.	Administering staff	Medicine Chart
7.	The adult collecting the child will be informed that the medication has been administered and asked to sign the right hand column of the medication chart.	End of day staff	Medicine Chart
<p>Related Docs: Licensing Criteria for Early Childhood Education and Care Centres- HS28; Appendix 3 Medicine Chart Medical permission form</p>			

Document information – Office use only	
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