



## Medicine Administration Policy

### Rationale:

The Centre will keep a register to record details of all medicine (whether prescription or non-prescription) given to children at the Centre, the occasions on which it was administered, who administered it and by whose authority, dose and if it is regular or one off.

### Definitions:

**Medicine:** means any substance used for a therapeutic purpose and includes prescription and non-prescription preparations. These fall under 3 categories.

### Categories of medicine and written authority required:

#### Category (i) Medicines

a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc.) that is:

- Not ingested
- Used for the 'first aid' treatment of minor injuries
- Provided by Kidiwise and kept in the first aid cabinet.

Here at Kidiwise the only category (i) medication provide arnica as part of first aid.

#### Category (ii) Medicines:

A prescription (such as antibiotics, teething medication, eye/ear drops etc.) or non-prescription (such as homeopathic drops, paracetamol liquid, cough syrup etc.) medicine that is:

- Used for a specified period of time to treat a specific condition or symptom.
- Provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at Kidiwise.

#### Category (iii) Medicines:

A prescription (such as asthma inhalers, epilepsy medication etc.) or non-prescription (such as antihistamine syrup, lanolin cream etc.) medicine that is:

- Used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc.).
- Provided by a parent for the use of that child only.

### Guidelines:

1. All medicines must be stored out of reach of children, either in the fridge (if refrigeration is required) or up high on a shelf where it is easily accessible in an emergency.
2. A general authority to administer category (i) medicines used on children at Kidiwise is included in the Centre enrolment form and must be signed by the parent as part of the enrolment procedure. The enrolment form will be specific in detail about which products are used including the type of medication and brand. If permission is not signed it will be displayed on the Centre non-permission list in each room. If the medication used is changed further permission will be gathered.
3. Before use staff will check category (i) medication which is Centre provided for an expiry date. If the product is past the expiry date Kidiwise will consult the local pharmacist for the best way to dispose of it.
4. Kidiwise will keep a record of all category (ii) medicines which are administered to children at the Centre on a 'Medication Form.'
5. The following information is to be recorded on the Medication Form:
  - The name of the child
  - The type of medicine/name/brand
  - The dosage to be administered
  - The frequency/when it is due
  - The condition/symptom which is being treated
  - The parent's signature at the beginning of each day
  - The time the medicine is administered will be recorded each time by a staff member as well as;
  - The signature of the staff member who administered it.
  - The name or signature of a person witnessing the administration.
  - Evidence of parental acknowledgement after administration
6. The forms will be displayed on the fridge in the room the child is in as they are being used, then given to administration and filed away in the Medicines Record box as they are finished with. All records will be kept for 2 years.
7. On receipt of the medicine container, staff will check and verify the type of medicine, dosage and frequency matches the medication form and if it is a prescription medicine, the name on the label and finally that the expiry date. Prescription medicine will not be accepted for a child, if it is not their name on the container or if the 'use by date' has expired. If the use by date has expired the medication will be sent home with the parent/caregiver to be disposed of.
8. With all category (iii) medications written authority from a parent must be given at enrolment as part of an individual health care plan, or whenever there is a change. The administrator will make a laminated card containing the health plan to be displayed in the kitchen area of each room, if there are any changes it will be updated along with the Individual Health Care Plan form.
9. The Individual Health Care Plan will detail what the name of medicine is, how it is given (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given.
10. A Medication Form must also be filled out as Kidiwise will need to keep a record of all category (iii) medicines as they are administered to a child at the Centre. These will be displayed on the fridge

in the room the child is in on a long-term basis and filled out as they are used. After 3 months the form will be given to administration and filed away in the Medicine Record box. A new form is to be started with signed parent authority.

11. If a parent administers category (ii) and (iii) medication to their child whilst they are at Kidiwise this will also be recorded.
12. If a medic administers medication on the premises it is also useful to record it in the event of a child experiencing an adverse reaction or sudden onset illness.

### **Medicine Training:**

1. All staff are to be trained to administer medications which are category (ii) and (iii) (listed in the definitions above).
2. On induction all staff will undergo training on how to administer category (i) and (ii) medication following the procedure for medication administration. They will be shown how to fill in the form correctly and get someone to verify their actions.
3. Additional training may be needed for category (iii) medications, it could be provided via a conversation / demonstration / written information by any of:
  - a. the parents
  - b. the child's GP or practice nurse
  - c. a Public Health Nurse
  - d. a pharmacist
  - e. a foundation or society e.g. asthma foundation
4. Records of medicine training are to be kept in child's enrolment records and updated as new staff are trained.
5. Records are to be kept for the child's duration of enrolment or staff member's employment.

### **Procedure for Administering Medicine:**

1. On request from a parent/caregiver to administer category (ii) and (iii) medicine they will be asked to fill in a medication form.
2. The parent's signature will be requested at the beginning of each day the medicine is handed over.
3. A staff member or a person specifically trained and nominated by them are authorised to administer medicines and make entries on the Medication Form.
4. No child shall be given medicine unless there is a medication form or individual health plan which has been authorised by the parent or caregiver.
5. No child shall be given medicine unless the staff member has first checked the medication form and/or health plan to ensure that they administer the correct type and dosage of medicine to the right child.

6. The medicine will be measured out using the correct method (e.g. a standard syringe/measuring cup/spoon) to ensure the correct dosage.
7. Medicine will only be administered to the child in the presence of another staff member who will verify the correct type and dosage of medicine is being given.
8. Each occasion, on which medicine is administered, the staff member will ensure the details are accurately recorded on a medicine form.
9. The person administering the medication will ensure that all medicines are labeled (where possible with the name of the child) and stored (and returned after use) in accordance with the directions (which may be refrigerated) and in a place where children cannot access them.
10. Medication will be signed out at the end of each day when a parent or caregiver takes it home. This ensures a) the parent/caregiver acknowledges the child has had their medication and b) that they have taken it home.

**Statutory Source:**

Licensing criteria for centre-based ECE services, HS12 Hazards and Excursions; HS28 Medicine Administration; HS29 Medicine Training