

## **CHILD MEDICATION POLICY**

The health and well-being of children is occasionally dependent on the use of medications. These medications need to be administered as prescribed by medical practitioners to ensure continuing health for the child and for the child's safety and well-being.

When a child has commenced treatment with a medication, the child should not attend preschool for at least 24 hours to ensure that the child is recovering and is not having any side effects from the medication.

If a child requires medication while fit to come to preschool, the medication can only be administered if it is prescribed in the child's name or if it is accompanied by a letter from the child's doctor specifying the child's name, the medication and dosage of the medication. This includes medications such as panadol, cough mixtures and herbal remedies. Medications must be in their original containers with pharmacy labels. Expired medications will not be administered.

If a child requires medication at preschool, parents / guardians will be asked to fill out a *Medication permission form* ; otherwise staff are unable to administer medication.

Under licensing guidelines the following protocols for administering medications must be followed:

1. A record of the name of the medication, the date/s administered, time/s and dosage must be kept along with
2. The name/s of the person/s who checked the dosage and administered the medication, and
3. The parent's written permission for, and any doctor's instructions relating to its administration.
4. The parent / guardians signature after the medication has been administered.

If long term medications are required by a child while they are at pre school, and action plan will be put in place with the family and the medical practitioner completing and signing the plan. Plans need to be updated as the child's medication needs change.

If a child appears to be severely physically affected by a condition while at the service, parents / guardians will be notified immediately and medical help will be summoned if staff consider it necessary.



Parents must hand all medication to a staff member. Medications must never be left in a child's bag. Medications will be stored in a locked box, in the refrigerator if required. The key for the box is kept in a separate location. The box and key are inaccessible to children. The medication will be returned to parents at the end of the day after parents have signed off on the medication permission form.

The administration of medications will be practiced in accordance with regulatory guidelines. Open communications between staff and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs.

**Forms:**

1. Medical Permissions Form

**Reference:**

Community Child Care Co-operative (NSW) Medication Administration sample policy