

2:5 MEDICINE POLICY

Created: December 2013 / Reviewed: June 2018

REGULATION (HS28):

Medicine (prescription and non-prescription) is not given to a child unless it is given:

- By a doctor or ambulance personnel in an emergency; or
- By the parent of the child; or
- With the written authority (appropriate to the category of medicine) of a parent. Medicines are stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time.

Documentation Required:

1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined [below].
2. A record of all medicine (prescription and non-prescription) given to children left in the care of the Centre.

Records include:

- Name of the child;
- Name and amount of medicine given;
- The time of the last dose
- Date and time medicine was administered and by whom; and
- Evidence of parental acknowledgement. When the same dose of category (iii)
- Medicine is administered on a regular basis, parental acknowledgement may be obtained weekly or every three months.
- The recording of Category (i) medicines administered in relation to injuries in the record required for "accidents and injuries" will meet the requirement for those medicines.

Categories of Medicines and Written Authority Required From Parents:

CATEGORY (I) MEDICINES

Definition – 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 the Centre and kept in the first aid cabinet (or other suitable location).

Authority Required

A written authority from a parent given at enrollment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrollment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.

CATEGORY (II) MEDICINES

Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as cough syrup) medicine that is;

- used for a specific period of time to treat a specific condition or symptom; and
- provided by the parent for the use of that child only or, in relation to Rongoa Maori (Maori plant medicines), that is prepared by other adults at the service.

Authority Required

A written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

CATEGORY (III) MEDICINES

Definition - A prescription (such as asthmas inhalers, epilepsy medication etc) or nonprescription (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 relation, diabetes, eczema etc); and
- provided by the parent for the use of that child only.

Authority Required

A written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.

CENTRE POLICY

- Medication will only be given to a child based on the Regulations detailed above.
- At enrolment, parents will:
 - Complete the Enrolment Form giving basic medical information including Doctors and Immunisation details, Medical Conditions and Allergies. This form is updated annually.
 - Complete the Permission Form for the administration of Category (i) medicines.
 - If a child has a Medical Condition or Allergy a Medical Form will need to be completed giving the details about this and the implications and treatment required. This form gives authority for the administration of Category (iii) medicines. This form needs to be reviewed and validated every three months to ensure the Centre has up-to-date information.
 - A Medicine Chart will be completed daily detailing all medications (prescription or nonprescription) given to children.
 - Staff will complete this for any Category (iii) medicines, as per the details on the Medical Form. Staff will ensure that “parental acknowledgement” is gained on the Medicine Chart at least every three months, along with the review and validation of the Medical Form.
 - Any Category (i) medicines administered as part of first aid treatment will be detailed in the Accident Book along with the details of the accident.

RESPONSIBILITIES OF PARENTS

- Parents are to ensure they write up the Medicine Chart daily for Category (ii) medicines. Medicines not written up will not be given to a child.
- Parents are to ensure their child’s medication is put away appropriately:
 - Preschoolers & Toddlers: in the kitchen refrigerator (if required) or on top of the kitchen fridge.
 - Babies: in the Babies refrigerator (if required) or in the Babies Medicine Cabinet.
- No medication should be left in children’s bags.
- It is the parent’s responsibility to remember to take home medication daily, if a dose is also required outside of Centre hours. (Parents can write themselves a note on the sign-out sheet (eg, “remember medicine”) to help them remember if they wish).
- Parents are to ensure their child’s medication is within the expiry date. Parents should check their Category (iii) medications regularly. The Centre cannot give any medication that is outside its expiry date.
- Parents are to ensure they review and validate their Medical Form for Category (iii) medicines every three months, and acknowledge the dispensing of the medicine on the Medicine Chart at least every three months. Staff will endeavour to remind parents also.