

Medicine Policy

Rationale:

At Te Rāwhiti Kindergarten the needs of each tamaiti are paramount in the decisions we make. On occasion we are required to administer medicines to tamariki in attendance. This policy will keep tamariki and adults safe by meeting Ministry of Education Licensing Criteria HS28 & HS29 and ensure that all medicine (prescription and non-prescription) are administered appropriately and safely.

Te Whāriki:

Well-being/Mana Atua: Tamariki experience an environment where their health is promoted.

Procedures:

1. A Health and Safety Coordinator will be nominated in February of each year and is responsible for:
 - a) Managing medical supplies, including ordering and budget;
 - b) Managing the spaces for sick tamariki to ensure that cleanliness and hygiene of the cabinets, supplies, and sick beds;
 - c) Checking the Accident and Illness Registers each term and identifying and investigating any health and safety issues;
 - d) Overseeing all major incidence until completed;
 - e) Supporting staff to manage day to day issues (if necessary);
 - f) Managing the correct procedures for dealing with medicines and safe storage;
 - g) Overseeing the accurate completion of the accident, illness, incident and medicine registers and ensuring they are kept up-to-date.
2. Prescribed and non-prescribed medicines are to be brought into the kindergarten in original packaging which clearly shows the name of the tamaiti, purpose, dosage, and expiry date.
3. Parents/whānau must clearly label any medicines brought into the kindergarten and check with a kaiako for the appropriate storage place.
4. All medicines must be stored in a safe place and kept out of reach of tamariki at all times.
5. Parent permission is obtained for Category (i) medication on the enrolment pack.
6. All Category (iii) medicines used by the child must be recorded by parents on enrolment on the Medical Information Form provided in the enrolment pack.
7. A written record of any medicine administered (Category i, ii, iii) can be found in the Medicine Register and will be completed and signed by parents daily before a tamaiti is given medication to record the dosage and relevant details.
8. Only permanent staff, with a current first aid certificate, will issue medicines to tamariki at the kindergarten. The issuer, and another staff member, will check the correct drug/dose and expiry date of medication before it is administered to a tamaiti.
9. Once the staff member has administered medicine, they will record and sign this in the Medicine Register and parents will sight and sign this at the end of each day.
10. Kaiako need to be informed of any medication administered prior to a tamaiti arriving at the kindergarten.

11. Kaiako are trained in the administration of first aid and are only able to administer first aid until medical staff arrive on the scene.
12. Relief teachers trained in first aid can administer medicine on approval by the kaiārahi.
13. For medicines requiring specific training prior to administration, all staff trained in first aid on the kindergarten site where the child attends, will undertake the training. Relevant information and a list of the trained staff able to administer the medicine, will be recorded on a Medical Information Form.

Links To:

- Te Rāwhiti Child Health Policy
- Te Rāwhiti Accident and Injury Policy

Authorised:	Shelley Wrigley
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Category Information

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; and
- provided by the service and kept in the first aid cabinet.

Authority required - a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, 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 paracetamol liquid, cough syrup etc) medicine that is:

- used for a specific period of time to treat a specific condition or symptom; and
- 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 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 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); and
- provided by a parent for the use of that child only.

Authority required - a written authority from a parent given at enrolment (Medical Information Form) 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) the medicine should be given.