

## **Administering Medicine Procedure (HS25 and HS29)**

### **Rationale**

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. A regular check is done in Kindergarten to ensure that there are no medicines kept beyond their use by date.

### **Procedure**

1. The medication forms are used to record medication given to the children. The completed forms are kept with each room's First Aid kit in each room. The medication forms provide the written authority from parents for the administration of medicine in accordance with the requirement for the category for medicine (outlined at the end of the document), and show:
  - Name of the child;
  - Name and amount of medication given;
  - Date and time that medicine was administered, and by whom (including a witness's signature);
  - Evidence of parental authorisation and acknowledgment;
  - Evidence of training/information given for person responsible for administration of medication, either by the parent or Public Health nurse.
2. Medication may not be given without written parental consent.
3. Administration of medicine permission forms must be updated by the parents/caregivers every three months.
4. In case of emergency, medication must be administered by a medically qualified doctor or an ambulance officer.
5. The Kindergarten uses some category (i) preparations for the treatment of minor injuries. Parents are informed of this on enrolment, and provide written consent.

## Categories of medicine for criterion HS28

### 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.
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**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 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.

**Name**

**Signed**

**Date**