

Administration of Medicine Policy

Aim:

At this Centre we want to ensure that all medicines (prescription and non-prescription) are administered and stored appropriately and safely and a record of medicines given to children and by whom will be kept.

Procedure:

1. A general authority to administer medicine to the child is included in the Centre Enrolment Form and must be signed by the parent at the time of enrolment.
2. The Centre will keep a record of all medicines to be administered to a child at the Centre. The following information is to be recorded on the Medicine Record:
 - The name of the child
 - The type of medicine / name
 - The dosage to be administered
 - The frequency
 - The parents signature
 - The staff members signature on receipt of the medicine
3. A record will also be kept of each occasion the medicine is administered. The following information is to be recorded:
 - The times the medicine was administered
 - The signature of the staff member who administered it
 - The name or signature of any person witnessing the administration
4. On request of a parent for staff to administer medicine, the staff member will ensure that the correct details are recorded on the Medicine Record and that the parent signs. The information in the Medicine Record is to be updated daily, and signed each day by the parent.
5. On receipt of the medicine container, the staff member will check and verify that the type of medicine, dosage and frequency matches the Medicine Record, and that the medicine is within its 'use by date'. Prescription medicine will not be accepted for a child if it is not their name on the container or the 'use by date' has expired.
6. Non prescription medicines such as Bonjela will only be administered in accordance with the dosage and frequency stated on the bottle or package.
7. No child shall be given medicine unless there is a record entered in the Medicine Record which specifies the details outlined in clause 2 of this policy.
8. No child shall be given medicine unless the staff member has first checked the record to ensure that they administer the correct type and dosage of medicine to the right child. 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 has been given.
9. On each occasion on which medicine is administered, the staff member will ensure the details under clause 3 of this policy are accurately recorded in the Medicine Record.
10. All medicines must be clearly labelled with the name of the child and stored safely after use in the refrigerator or in a place where children cannot access them.
11. All prescription (Category (ii)) medicines must be collected by the parents at the end of each day.

Reference:

Licensing Criteria 2008, Health & Safety Practices, Child Health and Well-Being Documentation required:

HS28: (i) A record of the written authority for the administration of medicine in accordance with the requirement for the category of medicine outline in Appendix 3. (ii) A record of all medicine

(prescription or non-prescription) given to children left in the care of the service: Records include:

- Child's name
- Name and amount of medicine given
- Date and time of medicine 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 3 months.

HS29: A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.

Categories of medicine and written authority required from parents for criterion HS28

Category (i) Medicines

Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bit spray etc.) that is – not ingested; used for the first aid treatment of minor injury 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 where ever 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 symptom; and

Provided by a parent for the use of that child only, or in relation to Rongo Maori (Maori plan medicines), that is prepared by other adults at the service.

Authority Required – a written authority from a parent 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, lanoline cream etc) medicine that is:

Used for the on-going treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, 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 the time of 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.