

Policy on managing medicines

Categories: Health & Safety

Last Modified: Dec 2024

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Policy Statement

Children's health, safety and well-being are supported at the Centre.

Rationale

To ensure the safe management and administration of medicines to children at the Centre.

Guidelines

1. Teachers will ensure that reasonable care is taken to store medicines safely.
2. Teachers will ensure that care is taken when administering medicines.
3. Parents must give written permission for teachers to administer all Category ii and iii medicines¹ to their child on the appropriate permission forms. Medicine that is to be ingested by the child must be prescribed by a medical doctor and in its original bottle / packaging. Medicine that is not ingested needs to be in original packaging, eg: creams or powders.
4. Parents must provide teachers with any relevant individual action plan(s) for their child's condition (e.g., for anaphylaxis, asthma, eczema).
5. Teachers will follow the relevant procedures for Category ii and iii medicines to ensure they
 - have written permission from parents/whānau before administering medicines,
 - administer medication in accordance with written directions on the prescribed medication, appropriate permission form or the individual action plan,
 - keep detailed records of all medication administered, sign and have another teacher check and co-sign, and,
 - obtain parents'/whānau's acknowledgement that the medication has been administered.
6. The Centre does not keep the following in its first aid box:
 - creams and antiseptic liquids for general use (i.e., Category i medicines¹), to avoid cross-contamination,

¹ Refer to Definitions on page 2 for what counts as Category i, ii and iii medicines.

- ingested medicines for general use (e.g., Panadol, Paracetamol, Neurofen) to avoid allergic reactions, overdose or masking of the symptoms of illness.
7. The Centre does not keep Paracetamol or other medicines for ingestion, nor administer it unless it is brought in by a parent for his/her child, and prescribed by a doctor for the child for a specific period of time to treat a specific condition or symptom (Category ii medicine). This condition or symptom must not be one of those that excludes the child from the Centre (refer to the illness management and prevention policy).
 8. This policy is to be read in conjunction with the illness management and prevention policy.

Definitions

The definitions of the different categories of medicines are from Appendix 3 of the Licensing Criteria for Early Childhood Education and Care Centres 2008. Some of the examples of medicines provided have been changed to reflect medicines currently managed at the Centre.

- Category (i) medicine: a non-prescription preparation 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.
- Category (ii) medicine: a prescription (e.g., antibiotics, eye/ear drops, paracetamol, cough medicines, etc) or non-prescription 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.
- Category (iii) medicine: a prescription (e.g., asthma inhalers, epipen/anapen for anaphylaxis, eczema cream, etc) or non-prescription (e.g., antihistamine syrup for mild or moderate allergic reaction, lanolin cream for nappy rash, bonjela for sore gums from teething, 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.

Related document

- Illness management and prevention policy