



## **Medicine Administration**

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### **Purpose:**

At Treetops Early Learning Centres, we believe in supporting the wellbeing of the children within our care. It is our practice to only administer prescribed medication with written approval from the parent or guardian. It is our policy to have all staff first aid trained and it is Treetops procedure that medication will only be administered by a first aid trained person and be checked by a second staff member.

### **Category (i) Non Prescription Medication - Basic First Aid Treatment**

These may include: Arnica, calendula, zinc and castor oil nappy cream, saline, hand sanitiser (as indicated on the centre enrolment form).

- Parents and guardians will have the opportunity to sign their consent at the time of enrolment to say which of these non-prescription medications can or will be used. If applied these medications will be recorded on either the Treetops medicine sheet or nappy change sheet.

### **Category (ii) Prescription Medication - Specific period of time to treat a condition or symptom**

These may include antibiotics, paracetamol, ear drops etc that have been prescribed by a medical professional.

- These medications can only be administered with written parental permission and must be taken home each day.

### **Guidelines:**

All parents and guardians must fill in the required information in the medicine register. This information must be completed every day that the child requires the medication.

These details are:

- Name of child
- Date
- Name of medication
- Last time given
- Dosage
- Times to be administered (must be specific, not "as required")
- Parents signature
- Staff signature of person whom has administered the medication (must be first aid qualified)
- Second signature of staff member who has witnessed the administration of the medication
- Time of administered medication
- Parent or guardian has acknowledged medication given

## Category (iii) Prescription or Non-prescription Medication - For ongoing treatment of a pre-diagnosed condition:

These may include inhalers, epilepsy medication, antihistamine, epipens etc.

### Guidelines:

Children who have regular medication (category iii) et. asthma inhalers, will have their medication stored in a plastic bag with written directions (medication action plan) of use and a parent, guardian or doctor's signature. This will include details of who is trained to administer these and who trained them eg. at a first aid course, health nurse or parents. Parents will sign that the details are correct at least three monthly. A photo of the child will also be kept with the plan.

Category (iii) medications will be kept safe, in a child proof place in a container with the above information.

### Additional procedures to cover all categories:

- First aid trained staff will check the medication register regularly throughout the day. Particular attention will be made before meal times.
- All medication is to be stored in a safe, child proof place in accordance with directions. Children who have regular medication, e.g. asthma inhalers will be stored in a plastic bag with written directions (action plan) of use and a parent signature.
- A photo of the intended child will be kept with the medication action plan.
- Regular updates are placed on the newsletters to remind parents of our procedure for medication administration. No medication is to be left in a child's bag.
- Medication will only be administered by a first aid trained person.
- If a senior staff member feels at any time that paracetamol is being prescribed on a regular basis and is concerned about the frequency, they are to raise this to the attention of the CM or CD or may ask for a medical certificate from a doctor before staff are to continue administration of this medication.
- Staff will be trained in the administering of category (iii) medications and these staff will be noted on the children's medication action plan.
- Management will ensure adults who administer medicine to children (other than their own) are provided with information and/or training relevant to the task. Any training required and/or received will be documented on the Medication Action Plan.
- Due to children's changing weight, any paracetamol given must be within thirty days of prescription date.

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