



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Medication Policy HS28

### Rationale

At Little Feet Childcare Centre our aim is to ensure that appropriate procedures are followed while administering medicines to the children under our care.

Medicines (prescribed and non-prescribed) is not given to a child unless it is:

- Prescribed by a doctor
- Given by the parent of the child and with the written authority in the centre medication book.

Medicines are stored safely and appropriately and are sent home with the parent every day.

### Documentation Required

1. The Medication Administration Book must be signed by the parents authorising the staff to administer the medication to their child.

2. A record of all medicine (prescribed and non-prescribed) given to children while in the centre, requires:

- Name of the child
- Name of medication and the quantity of medicine to be given.
- Date and time of the last dosage given.
- Date and time medicine were administered in the centre and the signature of two staff's administering the medication.
- Evidence of parental acknowledgement (parent signature)

### Categories of Medicines and Written Authority Required from Parents.

#### Category (i) Medicines:

**Definition-**a non-prescription preparation (such as arnica cream, antiseptic liquid etc.) that is:

- Not ingested
- Used for the 'first aid' treatment for minor injuries.
- Provided by the centre and kept in the first aid cabinet (or other suitable location.)

**Authority Required-**a written authority from a parent **given at enrolment** to use of the specific preparations on their child for the period that they are enrolled.

## Category (ii) Medicines:

**Definition:** A prescribed medicine (such as antibiotic, eye/ear drops etc.) or non-prescription (such as paracetamol elixir, cough syrup etc.)

- Used for specific period of time to treat a specific condition or symptoms.
- Is provided by the parent for the use on that child only.

**Authority Required:** a written authority from a parent given in the medication administration book **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 medicines etc.) or non-prescription (such as antihistamine syrup, lanolin cream, eczema cream etc.) medicines that is:

- Used for the on-going treatment of a pre-diagnosed condition (such as asthma, allergic reaction, eczema etc.) and
- Are provided by the parent for the use of that child only.

**Authority Required-**a written authority by a doctor from a parent that has been **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) medicine is to be given.

## Responsibilities of Parents:

- Parents are to ensure they write up the medicine chart **daily** if their child needs any medication for the day. **Medicines not written up will not be given to a child.**
- Parents ensure their child's medication is put away appropriately;  
By handing it to a staff member.
- No medicines should be left in children's bags.
- It is the parent's responsibility to remember to take medicine home daily, if a dose is required outside centre hours.
- Parents are to ensure their child's medicine is within the expiry date. The centre will not administer any medicine that is outside its expiry date.

## Responsibilities of Staffs:

- Staff will only administer medicines for which the centre has a proper parent authority to administer.
- Only staff who have been given training (with valid first aid certificate) will administer medicine.
- The staff needs to sign the staff training record-administration of medicine form. (for example, a parent teaching a staff how to administer Ventolin spacers, please refer to appendix 1)
- Only permanent staff will be given responsibility to administer medicine.

- All medicines, amounts, and the child's name must be checked by a second staff before the medicine is given to a child.
- Both staff members who have administered the medicine must sign the medicine chart once the medicine is given.
- If a parent requests medicine to be given to their child during the day via the phone (for whatever reason), the staff will fill out the medicine chart, get it checked by another staff who will also sign the chart, and the parent must sign the chart giving permission for medicine to be administered at the end of the day. (Again, instructions in the e-mail would be requested from the parents)

### **Prescription Medication**

Prescription medicine will only be given if the appropriate authority has been given.

- Prescription medicine will not be given to any other child other than whom it has been prescribed for, that is the name typed on the label by the pharmacists.
- Medicines will only be given according to the typed instructions on the label.
- Medicine will not be given if it has expired.

### **Non-Prescription Medicine**

- Non-prescription, or over the counter medicine will only be given if the appropriate authority has been given by the parent by filling in the medication book.
- Over the counter medicine will be given for only a period of time, (three consecutive days in any one week), after which the management will require the parent to consult a doctor.
- Non-prescription, or over the counter medicine must be named.
- Medication will only be given according to the typed instructions on the label.
- Medications will not be given if it has expired.

### **Sunscreen, Nappy Cream, and Teething Medicines**

- The centre will provide sunscreen as part of its category (i) medicine.
- Parents can provide their child's own sunscreen when allergies are a problem.
- Parents can provide their child's own nappy cream, teething medicine (Bonjela).
- Parent supplied sunscreen, nappy cream and teething medicine must be named.
- Medicines will be given according to the typed instructions on the label.
- Medicines will not be given if it has expired.

### **Arnica Cream**

The centre will use Arnica cream for bumps and bruises as part of category (i) medicine.

**Please note that no Herbal medications will be given to any Child/Children in the Centre by the staffs!**



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## STAFF TRAINING RECORD- ADMINISTRATION OF MEDICINE

Name of Staff: .....

Date of Training :.....

Child's Name:.....

Date Of Birth:.....

MedicalCondition:

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.....  
.....  
.....  
.....  
.....

Name of Trainer:.....

Relationship to Child:.....

Signature :.....

Staff Signature:.....

Date:.....