

Administering Medicine Policy and Procedures

There are three categories of medicines as defined by Appendix 3: Licensing Criteria for Early Childhood Education and Care Centres 2008.

Pukeko Preschool will only administer medicines to children following the guidelines which are:

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.

Written authority will be sought from parents or care givers as part of the enrolment form or by separate form to apply these preparations as required.

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 specified 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.

Written authority will be sought from parents or care givers at the beginning of each day the medicine is administered, detailing the name of the medicine, how the medicine is to be given, and when the 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.

Written authority will be sought from parents or care givers at the time of enrolment, or whenever there is a change in the treatment protocol, detailing the name of the medicine, how the medicine is to be given, and when the medicine is to be given.

A copy of the consent form is included in these policies and procedures.

Medicine Administration Consent Form

The purpose of this form is to ensure that Pukeko Preschool has all of the information and permissions required to treat children's medical conditions according to the wishes of their parents and care givers, and their medical advisors.

This form needs to be filled out at enrolment, and **any time there is a change** in your child's medical needs.

Name of child _____

Description of condition or medical issue _____

Name of medicines _____

How often, or under what conditions, should the medicine be given _____

How should the medicine be given to the child (method and dose) _____

Any other information which is important for the teachers at Pukeko Preschool to know about this medical condition _____

Name of Parent or care giver _____

Relationship to child _____

Date _____