

## **POLICY: ADMINISTRATION OF MEDICINE**

**This is a summary of the policy. For a copy of the full Policy, please see the centres Policy Folder.**

### **Purpose:**

To promote the safety and wellbeing of children when administering prescribed and non-prescribed medication at the Centre.

### **Procedure:**

Medication, such as antibiotics, eye/ear drops, paracetamol liquid, cough syrup must be prescribed by a Doctor, have a chemist label stating the medicine name, the child's name, and the dosage required attached. A parent must give written permission at the beginning of each day the medicine is to be administered, detailing what (name of medicine), how much (dose), and when (time or specific symptoms/circumstances) the medicine is to be given. Pain relief will only be given once a day.

Non-prescription preparations or medications will not be accepted unless provided with a Doctor's authorisation letter.

On request of a parent, whanau or guardian for staff to administer medicine, staff will ensure that correct details are recorded in the centre medicine register, the record will include:

- Date the medicine is to be administered.
- Name of the Child.
- Type/name of medicine.
- Time
- Dosage and frequency.
- Parent signature.
- Staff signature that the medication has been administered

Prescription medicine will not be accepted for a child if it is not in their own name or if the medicine has past its use by date. It is the parents responsibility to check the use by date.

**Paracetamol, cough medicine, eye or ear drops or any other 'non-prescription' medication will not be administered unless it has been prescribed by a doctor for a specific purpose as detailed on the chemist label.**