

**Policy Title:** Administering Medicine Policy

**Classification:** Health & Safety

**Monitored by:** H&S Advisor

**Approved by:** GM Professional Services

**Effective Date:** March 2021

**Review Date:** March 2023

**Objective:** To ensure that medicine is administered to children in the correct way, conforming to ECE Regulations and instructions from medical practitioners.  
To protect teachers and ensure a robust system is followed at all times.

**Commitment:** HCK is committed to following the current guidelines issued by the Ministry of Education for the administration of medicine.  
HCK will not exclude any child from kindergarten because of their need to receive medicine for an ongoing medical condition.

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### Related Documents (attached)

- Categories of Medicine
- Record of Administration of Medicine
- Authorisation to Administer Category (ii) Medicine
- Authorisation to Administer Category (iii) Medicine

### Policy Details:

1. Three categories of medicine are defined by the Licensing Criteria for Early Childhood Education and Care Centre. These categories are explained on the 'Categories of Medicine' document (attached).
2. Medicine (prescription and non-prescription) will not be given to a child unless it is given:
  - By a doctor or ambulance personnel in an emergency, or
  - By the parent/guardian of the child, or
  - With the written authority of a parent/guardian (appropriate to the category of medicine).
3. Parents/guardians are responsible for informing the Head Teacher of any medicine required or any changes to the required medicine.
4. Parents/guardians must provide written instructions from a doctor or chemist (either on a form or the medicine packaging), detailing the dose and frequency of medication to be provided. They will also tell the teachers the time the child last received the medicine.
5. The Head Teacher is responsible for ensuring the correct forms are completed before any medicine is administered to a child, and that all category (ii) and (iii) medicine is clearly labelled with the name of the child it is for.
6. The Head Teacher is responsible for ensuring the teaching team have sufficient information (symptoms, severity and treatment) for any child with an allergy or serious condition. Up-to-date information will be displayed where all staff can see it.
7. The Head Teacher is responsible for ensuring the 'Record of Administration of Medicine' form is completed immediately after the medicine has been given.

8. Medicine will be stored safely and appropriately, and disposed of after the specified time. Medicine that is supplied in relation to a specific child will be sent home with a parent/guardian after the specified time.
9. HCK will provide training and information to teachers administering medicine to children, which is relevant to the task. A record of this training/information will be kept at the kindergarten.
10. All medicine (including asthma inhalers and epipens) must be given to a staff member on arrival at kindergarten. Children must not keep medicine in their bags.
11. Kindergarten staff will ensure their personal medicine is stored safely and appropriately.
12. Parents/guardians are advised of this policy and the procedure at the time of enrolment. They will be given regular reminders during the kindergarten year.

**Review:**

This policy will be reviewed biennially, in consultation with staff.

# Categories of Medicine

The Licensing Criteria for Early Childhood Education and Care Services defines three categories of medicine.

## Category (i) medicines

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
- is provided by the service and kept in the first aid cabinet.

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

The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.

## Category (ii) medicines

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.

Authority required to administer: a written authority from a parent given 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

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.

Authority required to administer: a written authority from a parent 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.



# Authorisation to Administer Category (ii) Medicine

Use this form for any prescription or non-prescription 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.

**This form must be signed EACH DAY the medicine is required.**

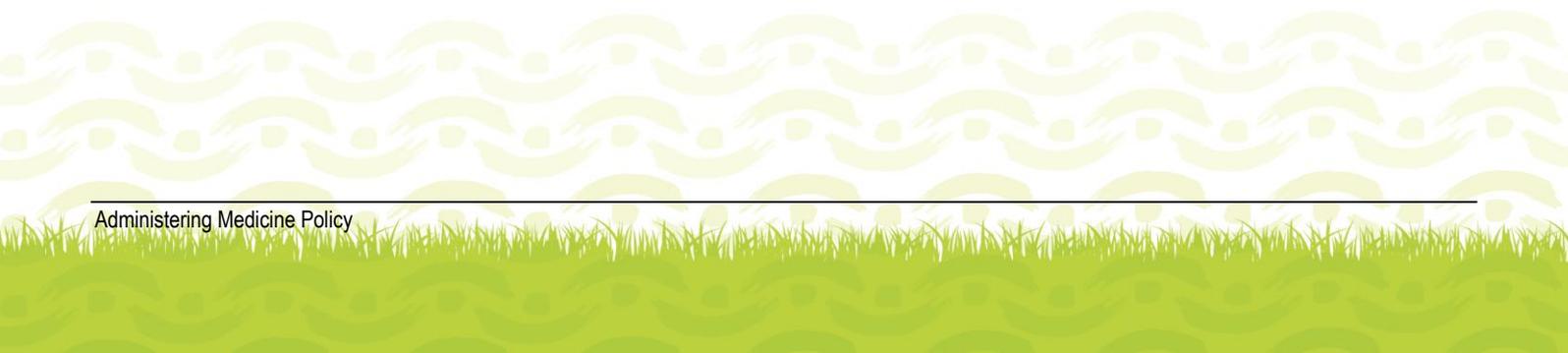
Name of child		
Name of parent or legal guardian		
Reason for medicine being given (eg: cough, eye infection etc)		
Name of Medicine(s)	Dose Amount and Method	Dose time/circumstance/symptoms
Name and phone number of medical professional who will provide support and supervision for the teachers if required.		

I understand that:

- the kindergarten teachers are not trained health professionals
- it is my responsibility to ensure the kindergarten is notified if the child no longer requires this medicine, or if any changes are required to the above information, or the child's medical circumstances change
- it is my responsibility to ensure the kindergarten is supplied with the correct medicine, which is clearly labelled and in secure storage containers
- the kindergarten teachers are required to follow the dosage instructions from the doctor or chemist
- I indemnify the teachers and Hutt City Kindergartens from any blame or responsibility whatsoever in connection with the administration of medicine, or the failure to administer medicine.

Date (day medicine authorised for)	Time medicine last given	Signature of parent/guardian

**Parents are also required to sign the Record of Administration of Medicine form.**



## Authorisation to Administer Category (iii) Medicine

Use this form for any prescription or non-prescription 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.

Name of child		
Name of parent or legal guardian		
Reason for medicine being given		
Name of Medicine(s)	Dose Amount and Method	Dose time/circumstance/symptoms
Name and phone number of medical professional who will provide support and supervision for the teachers if required		
Specific details of information provided for the teachers to support them in administering this medicine		
Is training required for the teachers to administer this medicine?		YES/NO
Training Provider	Date of training and refreshers	Names of teachers trained

I understand that:

- the kindergarten teachers are not trained health professionals
- it is my responsibility to ensure the kindergarten is notified if the child no longer requires this medicine, or if any changes are required to the above information, or the child's medical circumstances change
- it is my responsibility to ensure the kindergarten is supplied with the correct medicine, which is clearly labelled and in secure storage containers
- the kindergarten teachers are required to follow the dosage instructions from the doctor or chemist
- I indemnify the teachers and Hutt City Kindergartens from any blame or responsibility whatsoever in connection with the administration of medicine, or the failure to administer medicine.

Date of commencement of medicine	Date of end of medicine (form must be re-signed every 3 months)	Signature of parent/guardian

Parents are also required to sign the Record of Administration of Medicine form.