

Administration of Medication Policy

- Newland Park Kindergarten -

Aim

To ensure the welfare, safety and appropriate health care of children whilst attending Newland Park Kindergarten.

Explanation

The safety and welfare of children while attending Newland Park Kindergarten is an important priority for all staff and community members. Proper procedures must be followed when administering medications to children. Staff will act to ensure that children at Newland Park Kindergarten receive high quality care through the safe administration of medications.

Action

- **Newland Park Kindergarten staff are permitted to administer medications for asthma, anaphylaxis or ongoing health issues.**
- **Staff are not permitted to administer medications for short term illnesses**, such as antibiotics. Antibiotics are to be administered by a parent at home (before and after kindergarten, and at bedtime if prescribed for administering three times per day).
- **Staff are not permitted to administer Panadol, cough medicine and antihistamine.**
- Parents (and when required, medical practitioner) must complete appropriate Medication Plan before medication can be administered by staff at Newland Park Kindergarten.
- Care plans for asthma, anaphylaxis and ongoing illness, or forms from medical practitioners are kept in the children's individual files and displayed on the inside of the 'First Aid' cupboard adjacent to the kitchen.
- When administering asthma medication, two staff must check the details on the plan before giving the medication. They must also record that the medication was administered in the carbon copy book and sign this. Parents will be informed on the day that medication was administered, sign the carbon copy book and be given a copy.
- Parents and medical practitioners will provide details of specific information regarding symptoms, for example, asthma coughing or wheezing, and instructions on how to operate equipment, such as nebulisers and spacer.

Reviewed: January 2016