



The Willows
Children's Centre
for Early Childhood
Development and Parenting



Food/Medicine Allergy Procedure

When enrolling your child we need to know if they have any allergies.

Firstly, we fill out the Allergy Care Plan and Medication forms. These are to be filled in by the primary care-giver and doctor.

At kindergarten the child's medication is to be kept in the purpose-designed pockets behind the staffroom door. The medications need to be named.

Returned forms are to be stored in the folder named Asthma and Allergy (stored on kitchen bench).

Photograph of the child is to be kept on the allergy board (in office) with the appropriate day time emergency phone number.

While your child is attending kindergarten there are times we will need to administer your child's prescribed medication.

The medication plan form needs to be filled out each time that the medication is to be administered, including:

- Time of day
- Primary care-giver's signature
- Staff signature