

# Aldinga Community Kindergarten

## Administer of Medication policy

At Aldinga Community Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of occupational health, safety and welfare, which includes the administration of medication to children and first aid.

### Implementation

Staff at the centre will assist with children's medication if:

- The parent has completed and signed the sites 'Request to Administer Medication' paperwork;
- The medication is prescribed by a doctor and has the original label detailing the child's name, required dosage and storage requirements.

When staff are to assist with a child's medication it should be given directly to the staff member and stored in the medication basket.

Medication should not be left in a child's bag.

Parents must notify staff if children are taking any medication that may have possible side effects.

Health Care plans need to be completed and kept in an accessible place for asthma, allergies, and medical conditions that may require first aid intervention.

Staff must not prepare or administer respirator or bronchodilator mixtures for use in air pumps. The parent will need to be at the centre to administer the medication.

Where possible, before medication is given to a child, the staff member will verify the correct dosage with another staff member. After giving the medication, the staff member will complete the necessary details on the 'Request to Administer Medication' form.

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the kindergarten will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.

In circumstances where specific training is required to enable medication to be administered a parent must be available until the training has been undertaken.

All conditions/complaints will be recorded and kept confidential where appropriate.

Staff must not administer injections. (To administer Epipen, staff should have appropriate training) In the case of children with chronic conditions which could be life threatening, alternative fast-acting oral medications or an Epi-Pen must be available if the child is attending.

**Staff are not permitted to perform any task deemed a medical procedure.**

Emergency contact numbers will be displayed at all telephones (eg ambulance, poisons information unit, Women's and Children's Hospital).