



Administration of Medication Policy Statement

Aim:

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

Explanation:

The safety and welfare of children while attending Hamley Bridge 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 Hamley Bridge Kindergarten receive high quality care through the safe administration of medications.

Implementation:

1. Hamley Bridge Kindergarten Staff are permitted to administer medications for asthma, anaphylaxis or ongoing health issues as per health care plans.
2. 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.)
3. Parents (and when required, medical practitioners) must complete an appropriate Medication Plan before medication can be administered by staff at Hamley Bridge Kindergarten.
4. Care plans for asthma, anaphylaxis and ongoing illness, or forms from medical practitioners are kept in children's individual files and inside the medication plans folder located on the top shelf in pantry cupboard.
5. When administering asthma medication, two staff must check the details on the plan as well as checking the expiry date of medication before giving the medication. They must also record that the medication was administered in the child's individual medication record page in the medication plan folder. Parents will be informed on the day that medication was administered, sign the record sheet and be given a copy.
6. 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 spacers.

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Endorsed : Director

Chairperson