



## **ADMINISTRATION OF MEDICATION AT KATHLEEN MELLOR KINDERGARTEN.**

### **Medication required on an occasional basis:**

- Medication (including the use of creams and ointments) will only be given when alternative times cannot be arranged.
- When medication needs to be given, parents will
  1. Complete the Administration/ Medication form stating the date, name of the medication, the dosage and the time to be given.
  2. Each entry must be signed by the parent.
  3. Medication needs to be taken out of children's bags and given directly to staff to be stored in the kitchen.
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form.
- Medication must be provided in the original container in which it has been dispensed which indicates: the child's name, the dosage, prescribing doctor's name, the date. A chemist label will contain these details.
- It is considered, if children are requiring Panadol, Demazin etc whilst at Kindy, that they are not well enough to be at Kindy.

### **CHILDREN WITH ASTHMA**

- All children with asthma will have an asthma/ allergy plan, completed by the child's doctor, on file at Kindy.
- Asthma and allergy medication can be kept at Kindy and given if staff become aware of signs and symptoms noted in the plan.
- Kathleen Mellor Kindergarten is an "Asthma Friendly Site", as determined by the Asthma Foundation.

### **CHILDREN WITH OTHER ALLERGIES**

- All children who require medication for their allergies will be required to have DECD Support/Care Plan that has been signed by a doctor. A copy of this plan, along with medication must be kept at Kindy. These plans are available from the Kindy and need to be completed and returned BEFORE a child commences attendance at Kindy.
- When medication needs to be given at set times, parents will complete the Administration/ Medication form stating the date, name of the medication, the dosage and the time to be given. Each entry must be signed by the parent.



Government of South Australia  
Department for Education



51 Bowen Road Tea Tree Gully  
South Australia 5091

Tel (08) 8264 3603

Fax (08) 8395 3607

[www.kathmellkgn.sa.edu.au](http://www.kathmellkgn.sa.edu.au)

[dl.4626\\_leaders@schools.sa.edu.au](mailto:dl.4626_leaders@schools.sa.edu.au)

**ABN : 37 801 292 2**

- Medication needs to be taken out of children's bags and given directly to staff to be stored in the kitchen.
- For children to attend kindy at any time they must have their medication/forms.
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form.
- Medication must be provided in the original container in which it has been dispensed which indicates: the child's name, the dosage, prescribing doctor's name, the date. A chemist label will contain these details.
- The kindergarten has a current "Nut Aware Policy". In addition to this policy please refer to the Allergy (and Anaphylaxis) aware checklist that is attached.

Reviewed date: