

MANOR FARM KINDERGARTEN



MEDICATION MANAGEMENT PROCEDURE

Rationale:

- The Manor Farm Kindergarten promotes a safe learning environment that protects the welfare of our children, families and staff.
- Links to National Quality Standards:
 - 2.1 Each child's health is promoted.
 - 2.1.1 Each child's health needs are supported.

Considerations:

- Staff can only administer oral or inhaled medication as they do not hold medical training to administer medication taken by other routes eg eyes or ears.
- Only medical practitioners (doctors), dentists, optometrist, nurses and pharmacists, can complete the authority to administer medication form (or letter).
- Staff at the Manor Farm Kindergarten are trained in First Aid (Basic Emergency Life Support) and update their training regularly, within a timeframe specified by the Department for Education. This includes anaphylaxis first aid using prescribed adrenalin via an Epi-pen.

Parents will:

- Provide comprehensive information on enrolment or as the need arises about the requirements and reasons for administering the medication.
- Supply the centre with a written medication authority and associated care instruction to administer any medication, including vitamins, minerals and supplements. The centre will provide parents with the necessary forms.
- Supply the centre with the medication, which needs to be within the expiry date and delivered in the pharmacy labelled original container in which it was dispensed. Medication must be handed to a staff member and must NOT be left in a child's bag.

Educators will:

- Have a system in place to make relevant staff informed of children who need to have medication administered and the location of this medication.
- Ensure all medication is stored appropriately in a secure location that is in accordance with the product instruction.
- Maintain a medication log and inform families of how and when medication was administered to a child.
- Ensure that staff members who supervise medication administration are responsible for the relevant record keeping and maintain Department for Education's standards of confidentiality.
- Plan thoroughly for excursions and outings, liaising with families, to ensure medication is handled and administered appropriately during these events.
- Enact first aid emergency procedures, in line with their training, if they are concerned about the effects the medication is having on a child. This may include calling an ambulance.
- Contact parents (or emergency contact) to inform them of this, as soon as possible.

The educators are NOT able to:

- Administer the first dose of a prescribed medication. This needs to be done by the family or health professional in case of an allergic reaction.
- Administer eye or ear medication.

The director will:

- Take on the responsibility of making parents aware of this procedure on enrolment, or as the need arises.
- Complete an Incident and Response Management System report to notify relevant authorities (in case of an emergency).