



Moonta Kindergarten
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Government of South Australia
Department for Education and
Child Development

Administering of Medicines

At Moonta Kindergarten, we are committed to the care of children's health and the protection of staff. The following guidelines have been established for the administration of medication.

Medication will not be administered in any circumstances unless the following procedures are taken:

- Instructions are provided with the child's name on the medicine.
- Parent or guardian approval via the signed proforma.

Legislation

- * Equal opportunity Act SA 1984; Legal access – Family & Children's Services/Police/Union officials.
- * Children's Protection Act SA 1993
- * Children's Services Child Care centre Regulations (SA) 1998. Regulation 26.
- * Occupational Health, Safety and Welfare Act 1986.
- * Code of conduct for SA Public sector Employees 2005.

Children Need:

- * A safe and healthy environment.
- * Clear and safe procedures if they require medication to be given while at the centre.

Where ever possible medication should be administered by the parent/caregiver. If this is not possible then the following guidelines will apply.

We do this by:

Staff and assistants responsibilities:

- * Staff keeps all medication in its original container, properly labelled and stored in the door of the fridge or on top of the fridge in the medication tray.
- * Check that the following forms are completed and signed by parent/caregiver before medication is administered: **Authorisation to administer medication form.**
- * Record the date, time and dosage of medication administered and the record signed by the staff member administering the medication and the staff member witnessing the administration.
- * Any child who has asthma, epilepsy, diabetes or an allergic reaction will be listed on the fridge with a photo displayed.

Date to be reviewed Term 4 2020