



ADMINISTRATION OF MEDICATION PROCEDURE

Medication can be administered to children at Preschool, provided a range of criteria are met. Children who are experiencing a fever or significant illness need to be cared for at home. If children require medication three times a day we recommend parents administer before preschool, after preschool and before bed to minimise the need for medication while at preschool.

At Preschool:

- Medication must be in its original container.
- All prescription medication must be labelled with the doctors instructions.
- Non-prescription medications must be dispensed and labelled by a chemist.
- Parents/carers must complete a 'Medication Authority' Form for all medications to be administered at Preschool. This form needs to be signed by both the parent and endorsed by a medical practitioner – GP, specialist, chemist, and dentist.
- Parents must hand medication to staff so it can be stored safely and appropriately - **medications are not to be left in children's bags.**
- Staff should use a timer as a means of ensuring that medication is delivered at correct times.
- Staff should ensure that all medication is within its "use-by" date.

To administer medication, staff must:

- Ensure the above criteria are met in the first instance.
- Ensure the medication is administered to the correct child.
- Ensure that the time, dose and route are correct.
- Ensure that the correct child, time, dose and route are witnessed by a second staff member.
- Ensure that the Medication Log is completed by the staff member administering the medication. The Medication Log is stored in the 'First Aid & Health Record Folder'.

At the end of each preschool session, medication is to go home with the child's parent.

Relevant documents: Medication Authority

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