

Salisbury Kindergarten

Medication Policy

At Salisbury Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of occupational health, safety and welfare, which includes the administration of medication to children.

On enrolment families are asked to identify any known medical conditions. Medical information, action plans and health care plans are completed before the child commences kindergarten and arrangements are negotiated with the Director. A summary of these is prepared and made available to staff.

The following guidelines have been established for the administration of medication.

Wherever possible medication should be administered by the parent.

Medication will not be administered unless the following procedures are undertaken:

- A management plan is developed and signed by the treating doctor
- Parent/guardian approval via the 'medication record' form.

It is the parent's responsibility to advise the kindergarten of any change to the child's dosage/medication via a doctor's letter or management plan signed by the doctor.

All medication must be prescribed by the doctor and have the original label detailing the child's name, date of birth, expiry date, required dose and storage requirements (medication will be kept in the basket in the kitchen or in the fridge – whichever is appropriate).

Medication should be given directly to a staff member and not left in the child's bag.

Before administering medication, the staff member will:

- Verify the name of the child
- Verify the name of the medication to be administered and expiry date
- the correct dosage, expiry date and time with a second staff member.
- This second person also needs to witness the administration of the medication.
- After giving the medication the staff member will complete the details on the 'medication record' form and get the witness to sign as well.

Each term the expiry date of all medication will be checked and recorded on the Medication and Health Care Plan Register. Families will be notified at the beginning of each term if their child's medication is due to expire to enable new medication to be provided.

At Salisbury Kindergarten staff and families work together in the best interests of the children and occasionally staff may apply non-prescription medications - mosquito creams etc. in consultation with the Director and with written permission from families. A note will be sent home to notify families if and when this occurs.