Henley Community Kindergarten - **Medication Policy**

At Henley 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 workplace health, safety and welfare, which includes the administration of medication to children.

**On enrolment families are asked to identify any specific conditions and/or needs to support their child’s health and safety at kindergarten. Health Care Plans - completed by the treating health care professional, Health Support Agreements and Action Plans are to be completed and provided to kindergarten staff before the commencement of the child, any other arrangements are negotiated with the Director**.

**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 Medication Agreement is developed and signed by the treating doctor or pharmacist (for over the counter medications
* The Medication Agreement is authorised by a parent/guardian.
* If an Emergency Medication Management Plan is required it must be completed by the treating medical specialist and authorised by a parent of legal guardian.

It is the parent’s responsibility to advise the kindergarten of any change to the child’s dosage/medication via an updated Health Support Agreement or Medication Management Plan signed by the treating medical specialist and authorised by a parent/legal guardian.

All medication must have the pharmacy label detailing the child’s name, required dose and storage requirements (medication will be kept in the cupboard 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.

The following checking process must be followed each time medication is administered and documented in medication log

* Right child
* Right medication
* Right dose
* Right strength
* Right route
* Right method
* Right time
* Right documentation
* Details logged.

Henley Community Kindergarten has a duty of care to take reasonable precautions while your child is in our care.

March 2021

Policy review due March 2024