



# STREAKY BAY CHILDREN'S CENTRE MEDICATION MANAGEMENT POLICY

Staff will store and supervise only medication that has been prescribed by a doctor for the individual child, for the period of time specified. This ensures that the medication is medically warranted.

The only exception is where medication is included in a first aid kit (including asthma first aid) for use in a standard first aid procedure.

Analgesics and other medications that can be purchased over the counter will not be administered by staff without a prescription. (Analgesics can mask signs and symptoms of serious illness and injury and will not be administered as a first aid strategy).

Staff will only supervise medication during the period of care (for example, medication required 3 times a day is generally not required during the preschool day: it can be taken before and after kindergarten and before bed).

## SAFE STORAGE

Safe storage of medication as a minimum standard requires that medication be:

1. Prescribed by a doctor
2. Provided by the parent or guardian
3. In original container in which dispensed, with clear labelling, with the expiry date of the product.
4. Stored in accordance with product instructions. Parents may supply a thermal carry pack to maintain safe temperature storage (e.g. for travel on bus). Medicine sent in for the day, will be stored in first aid cupboard in baby room or in fridge clearly labelled with child's name. Children who have medicine that must remain at the centre (eg epi pens or asthma medication) will have their medicine stored in their own orange medi bag kept in the first aid cupboard in the baby room.
5. Delivered to staff daily
6. Provided with written instructions from the parent, guardian or doctor. These instructions must match those printed on the product packaging.

## SUPERVISION OF MEDICATION

Staff are trained to supervise oral and measured dose inhaled medication. Staff have received Apply first aide training, asthma and anaphylaxis training. Staff are not trained to routinely administer medication via other routes (i.e. ear and eye drops and ointments).

A child should not take their first dose of a new medication at the centre in case of an allergic reaction.

Staff will complete a medication log when they administer medication to ensure that:

- The right child
- has the right medication
- and the right dose
- by the right route (i.e. oral or inhaled)
- at the right time and that they write down what they observed.

Parents will need to provide a medication plan to be provided by the prescribing doctor. If a medication plan is not provided, written instructions must be provided by the parent or guardian matching those on the pharmacy label to assist with safe supervision of medication.

Governing Council endorsement March 2016 Review date March 2019