

Medication Policy

Surrey Downs Kindergarten & Occasional Care

Staff are not permitted to administer prescription medicines *unless* they have been provided together with a Medication Plan, which has been authorised/signed by a medical practitioner. The medication plan should note potential side effects of the medication and provide advice about what to do if they occur.

The first dose of any medication must not be administered at kindergarten, it should be given where the medical practitioner or parents can observe, and manage, any side effects.

Medication must be provided in the original pharmacy container(s), with the child's name and directions (dosage, expiry date etc) clearly visible on the label.

Medication(s) must not be stored in the child's bag.

All medication(s) must be handed to a staff member, who will store it in the appropriate place (high shelf) along with a copy of the action plan/directions from the medical practitioner.

Details must be written on the medication records sheet in the Child's Medication folder ('Children's Medication Shelf' in kitchen) and signed by the parent when left with a staff member, and signed by the staff member when administering the medication.

Staff must always ensure that the right dose is given to the right child at the right time, a second staff member must double check the dose and observe the medication being administered to the right child, and both should monitor for any recorded side effects of the medication.

Staff are not permitted to administer non-prescription medications e.g. ibuprofen, paracetamol, cough elixirs etc.

For children who have a chronic medical condition, one copy of their Health Care Plan or Action Plan will be kept with their enrolment details and a second on the 'Children's Medication Shelf'.

Signed: (Director)

Date:

Signed:(Chairperson)

Date: