



MEDICATION POLICY

Rationale

- To ensure that no medication (prescription and non prescription) is given to tamariki without written consent from parents (HS28)

Objectives

- To ensure all kaiako are aware of the policy and procedure, understanding how to complete the medication forms correctly for both long term and short term medication

Procedures

- Tamariki will receive medical treatment in the event of an emergency by a doctor or ambulance personnel, as stated on the enrolment form
- All other medication, prescription or non-prescription will require the written consent of the parent. Kaiako will ask the parent to sign the Medical Record before any medication can be administered – name of medicine, name of child, dosage, time to be given
- In some cases, parents can consent via email if the form has not been completed or if there are any discrepancies for any reason.
- Any kaiako with a current First Aid Certificate can administer medication and will require a second teacher to sight the medication dosage on the form and on the medicine before any taitamaiti is administered any medicine
- The administering kaiako will have the form and the medicine at hand before asking another kaiako to check the taitamaiti's name, the medicine, the time and the dosage before it is administered to the taitamaiti.
- The form will be signed by the administering kaiako and the second kaiako BEFORE the medication has been administered to the taitamaiti
- All parents/caregivers will be asked to sign the Medical Form to administer any medication and also to acknowledge any medication that has been administered
- Parents will be asked what the medication is for and in the case of Pamol, the reason will be noted on the medication form
- After two consecutive days of a taitamaiti being given Pamol at the centre, the Centre Manager may use their discretion and decide that the taitamaiti is not well enough to participate in a full day at preschool and request that the taitamaiti stays at home until no longer on pain relief
- If a taitamaiti was not given Pamol but the Medical Form had been signed for administering Pamol, the parents will still sign the Medical Form so that they are aware that no Pamol was given
- If a parent would like the centre to administer Pamol, a reason for this must be clearly stated on the Medical Form

- The Medical Record will be kept in the Health and Safety Folder in the classroom for the term and will then be filed in the office
- All medication will be kept in the kitchen, out of the reach of tamariki, either in the fridge as required or in a container clearly marked 'Medication'
- If medication needs to be stored in cool place, it will be kept in the fridge. It will be sent home with parents if required and will be disposed of when finished
- The Centre Manager will decide if and when a taitamaiti needs to go home. If the CM are not available, the Person Responsible will make this decision
- If a taitamaiti has a temperature of 38 degrees, parents will be informed as a courtesy call so that they are aware and can make a doctors appointment.
- If a taitamaiti has a temperature of **more than 38.5 degrees**, parents will be asked to collect their taitamaiti asap and a record of this will be recorded on the Injury, Incident and Illness Record
- Any serious incident, injury or illness - or when a taitamaiti has been sent home- will be recorded on the Serious Incident, Injury and Illness Record
- Any serious incident, injury or illness which has been reported to Worksafe or Ministry of Health, the Centre Manager will complete the Serious Injury, Incident and Illness Investigation Form
- If a taitamaiti is given the incorrect medicine dosage, parents will be notified immediately and Healthline will be called 0800 611 116
- The Centre Manager/Person Responsible will complete a Serious Injury, Incident and Illness Form, in consultation with the teachers involved, the parents and the owner, recording all information.
- The Centre Manager/Owner will report any 'Notifiable Events' to Worksafe NZ (as defined by Worksafe NZ) and will complete a Serious Injury, Incident and Illness Investigation Form
- The Centre Manager will ensure the First Aid cupboard contains the list as suggested in the Regulations (PF28) and will update every term and as required
- Any taitamaiti who is anaphylactic, as stated on the enrolment form, will be required to have an epipen on site when enrolled at Pebbles
- All allergies and symptoms will be recorded by the Office Manager at the time of enrolment and shared with the Key Teacher and Centre Manager
- The Office Manager will make up the Allergy Form, to be displayed in the kitchen area, for all teachers to notice and be aware of.
- The Key Teacher will update the Allergy Form as required and in consultation with the parent, sharing any updates at the General/Planning Meeting
- Kaiako who are required to administer specific medication such as an adrenalin epipen, will receive specific training and this will be recorded in the Health and Safety Folder – Long Term Medication
- Any taitamaiti with specific medical requirements will be discussed at the kaiako meetings to ensure all kaiako are aware of all the tamarikis' needs
- All tamariki who have asthma will be recorded on a long term medication form and inhalers will be named and stored in the medicine storage basket
- Kaiako will be requested to update first aid training and all expenses of the course will be paid for by the centre