



## Medication Policy

### Goal:

To state respective responsibilities of parents and whānau, and kaiako administering medication to tamariki in the centre.

### Procedure

1. All tamariki medication (both prescription and non prescription) must be given to a kaiako with an explanation of the medical condition and requirements for administration.
2.
  - a) The medication folder will be used to hold each 'Medication Administration Authority' completed by parents or whānau. A copy of this policy shall be the first document in the folder;
  - b) Parents or whānau **must** complete a written 'Medication Administration Authority' stating:
    - i) date;
    - ii) tamariki name;
    - iii) medication name;
    - iv) directions for administering the medication;
    - v) time medication needs to be administered; and
    - vi) signature of parent or whānau authorising administration and acknowledging that they have read and understood this policy.
3. Prescribed medication will only be administered if clearly labeled, stating the date, tamariki name and dosage requirements.
4. Over the counter medication will only be administered following the medication guidelines which must be provided by the parent or whānau, but not exceeding the manufacturer's recommendations for dosage and times or expiry dates.
5. Generic or blanket approvals are to be avoided. In the case of long-term medication, (such as asthma inhalers and nappy rash creams) written authority for administration must be updated weekly with consultation between parents or whānau and kaiako.
6. A 'Person Responsible' and another kaiako are together responsible for administering medication and both must sign the 'Medication Administration Authority' at the time of administration.
7. All medication will be stored as per label and out of reach of tamariki. Parents or whānau are to uplift medications when they collect their child each day.

8. Only medications that are currently being used will be stored in the centre (with the exception of Asthma Inhalers and nappy rash creams).
9. Parents and whānau accept that kaiako who have responsibility for the administration of medication are not medically trained.

This policy will be reviewed as per the policy review schedule.

Date: 8 August 2020