

Early Childhood Learning Centre

Categories: Health & Safety

Last Modified: Dec 2024

Review Date: Dec 2026

Policy Statement

Children's health, safety and well-being are supported at the Centre.

Rationale

To ensure the safe management and administration of medicines to children at the Centre.

Guidelines

1. Teachers will ensure that reasonable care is taken to store medicines safely.
2. Teachers will ensure that care is taken when administering medicines.
3. Parents must give written permission for teachers to administer all Category ii and iii medicines¹ to their child on the appropriate permission forms. Medicine that is to be ingested by the child must be prescribed by a medical doctor and in its original bottle / packaging. Medicine that is not ingested needs to be in original packaging, eg: creams or powders.
4. Parents must provide teachers with any relevant individual action plan(s) for their child's condition (e.g., for anaphylaxis, asthma, eczema).
5. Teachers will follow the relevant procedures for Category ii and iii medicines to ensure they
 - have written permission from parents/wh nau before administering medicines,
 - administer medication in accordance with written directions on the prescribed medication, appropriate permission form or the individual action plan,
 - keep detailed records of all medication administered, sign and have another teacher check and co-sign, and,
 - obtain parents'/wh nau's acknowledgement that the medication has been administered.
6. The Centre

