**Medicines Policy**

**Rationale**

To ensure all practical steps are taken by employees and whānau to ensure tamariki are kept safe and well in alignment with the Education (Early Childhood Centres) Regulations and Criteria for the storage and administration of medicines.

**Objective**

To ensure all medicines (prescription and non-prescription) are administered appropriately and safely by those people authorised to do so and according to the category of the medication being administered. To ensure a record of medicines given to tamariki is kept and appropriately documented to align with licensing criteria.

**Policy**

Our Centre endeavours to provide an environment in which children’s wellbeing is promoted and they are kept safe and healthy. At times tamariki may require medication when attending Country Kidz. Medicine (prescription and non-prescription) is not given to tamariki unless it is given:

* by a doctor or ambulance personnel in an emergency; or
* by the parent of the child; or
* with the written authority (appropriate to the category of medicine) of a parent.

Medicines are categorised into three categories:

***Category (i) medicines***

Definition – a prescription (such as antibiotics, eye/ear drops etc) or non-prescription (such as paracetamol liquid, cough syrup etc) medicine that is:

* used for a specific period of time to treat a specific condition or symptom; and
* provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant-based medicines), that is prepared by kaiako at the service

***Authority required*** *– a written authority from a parent given at enrolment to the use of specific preparations on their child for the period that they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to whānau about the Category (i) preparations that will be used.*

Country Kidz will take note of the expiration dates of any category (i) medicines and ensure they are not administered should they have passed their use-by date. Expired Category (i) medicines supplied by Country Kidz will disposed of appropriate and those supplied by whānau will be returned to them for disposal.

***Category (ii) medicines***

Definition – a non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is:

* not ingested;
* used for the ‘first aid’ treatment of minor injuries; and
* provided by the service and kept in the first aid cabinet.

***Authority required*** *– a written authority from a parent given at the beginning of each day the medicine is administered, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) medicine is to be given.*

***Category (iii) medicines***

Definition – a prescription (such as asthma inhalers, epilepsy medication etc) or non-prescription (such as antihistamine syrup, lanolin cream etc) medicine that is:

* used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc); and
* and provided by whanau for the use of that child only.

***Authority required*** *– a written authority from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given and this must be updated annually.*

Whānau must provide appropriate information and training with regards to any medication that is to be administered while tamariki are at Country Kidz. A record of information and training by kaiako with regards to the administration of medicines is kept and available in the Country Kidz office. Kaiako who administer medicine are provided with relevant information and training relevant to the tasks and needs of our Country Kidz learning community.

Medicines provided to Country Kidz are stored safely and appropriately, and are disposed of, or sent home with whānau (if supplied in relation to a specific child) after the specified time. Country Kidz will not administer any form of paracetamol as this indicates a child is in pain or unwell and, therefore, should not be attending our learning environment.

A Medicines Administration Chart is located in the First Aid Cabinet at Country Kidz. A record of all medication administered (prescription and non-prescription) to tamariki attending Country Kidz will include:

* Name of the Child
* Name and amount of medicine given
* Date and time medicine was administered and by whom, with confirmation from a second kaiako
* Evidence of parental acknowledgement that medication was administered

When administering medicine, kaiako will check that the *right* dose of the *right* medicine is given to the *right* child at the *right* time and this will be corroborated by a second kaiako. These records are kept by Country Kidz for two years, with enrolment records of category (i) medication details kept for seven years.

*Aligns with:*

*Licensing criteria for centre-based ECE services 2021*

*Education (early Childhood Centres) Regulations 2008*

*Country Kidz Health and Safety System*

*Country Kidz Enrolment Form*

*Country Kidz First Aid Policy*

*Country Kidz Child Health Policy*

*Country Kidz Illnesses, Injuries, and Incidents Policy*

*Country Kidz Strategic Plan 2022-25*

*Statement of National Education and Learning Priorities*

*Our code, our standards – Code of professional responsibility and standards for the Teaching Profession*

**Review**

Review when there is a significant change to legislature or as part of the annual management plan.

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| **Authorised:** |  |
| **Date:** | June 2022 |
| **Next Review:** | Add to Annual Management Plan for June, 2023 notwithstanding a change in legislation or criteria |