



Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Ensure that children receive the appropriate medication as required for their health, wellbeing and safety.
- To ensure all those responsible for administering medication receive appropriate education and training to ensure they are equipped and comfortable to administer medication to children when necessary.
- To ensure all those required to administer medication following best practice guidelines and health and safety requirements.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers, Drivers, Drivers Assistants and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

Definitions | Tautuhi

“Medication” is defined as any substance used for therapeutic purpose and includes prescription and non-prescription preparations having the meaning assigned to these as shown below in the Categories of Medication table below by The Licensing Criteria for Early Childhood Education & Care Centres 2008 and the Licensing Criteria for Home-based Education & Care Services 2008.

“Administer” is defined in the Medicines Act 1981 as “means administer to a human being, either orally or by injection or by introduction into the body in any other way, or by external application, whether by direct contact with the body or not”.

Categories of Medication

The Licensing Criteria for Early Childhood Education & Care Centres 2008 and the Licensing Criteria for Home-based Education & Care Services 2008 defines 3 categories of medicine as outlined below.



Category	Definition	Authority required to administer	Relevant Form to be completed for administration of medication
Category i	<p>A non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is:</p> <ul style="list-style-type: none"> • Not ingested • Used for the 'first aid' treatment of minor injuries; and • Provided by the services and kept in the first aid cabinet • Services must take note of the expiration dates of any Category i medicines and ensure that they are not administering medicines that have passed their use-by date. 	A written authority from a parent given when the child starts or at any other time and recorded on the child's enrolment form.	Enrolment form

Category ii	<p>A prescription (such as antibiotics, eye/ear drops) or non-prescription (such as paracetamol liquid, cough syrup etc.) medicine that is:</p> <ul style="list-style-type: none"> • 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 medicines), that is prepared by other adults at the service. 	A written authority from a parent given at the beginning of each day the medicine is given detailing name of medicine, dosage, and time/or specific circumstances/symptoms medication is to be given	Daily Medication Form
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Category iii	<p>A prescription (such as asthma inhalers, epilepsy medication etc.) or non-prescription (such as antihistamine syrup, hydrocortisone cream etc.) medicine that is:</p> <ul style="list-style-type: none"> • used the ongoing treatment for a pre- diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc.) and • provided by a parent for the use of that child only. 	A written authority from a parent given at enrolment as part of an individual health plan or whenever there is a change detailing name of medicine, method and dose, time or specific circumstances the medicine should be given.	Ongoing Treatment Form
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NB: The written authority for categories (i) and (iii) medicines is on the enrolment form so must be kept for 7 years. For category (ii) medicines, the written authority should be kept for as long as the child is receiving that medicine. The record of medicine administered to children should be kept for 2 years.

General Principles | Mātāpono Whānui

1. Medication (both prescription and non-prescription) will only be administered to a child in the following situation:
 - By doctor or ambulance personnel in an emergency; or
 - By the parent of the child; or
 - With the written authority (appropriate to the category of medication as defined above) of a parent.
2. Teachers and TONI Educators shall ensure that any administration of children's medication is authorised by parents on Whānau Manaaki's Enrolment Form, Daily Medication Form or Ongoing Treatment Form prior to the medication being administered.
3. The Head Teacher or TONI Educator is required to ensure the correct forms for the different categories of medication as outlined above are completed and signed by the child's parent or caregiver prior to medication being administered.
4. Parents, whānau or caregivers shall be required to provide written medical information about the child's condition, the medication, and any associated apparatus necessary to ensure Teachers and TONI Educators can respond appropriately to medical emergencies.
5. It is the responsibility of parents, whānau or caregivers to inform the kindergarten or TONI Educator if medication is required to be administered to a child and to ensure instructions are updated on a daily (or as regularly as needed) basis.
6. In the case of category (iii) medications that may be administered on an "as required" basis (e.g. asthma inhalers, hydrocortisone cream or antihistamine medication etc), teachers will follow the instructions of parents. Only a teacher who is trained in administering the particular medication may do so. If there is no teacher with this training available, the parent, whānau or caregiver must be informed immediately.
7. The Head Teacher is required to ensure teachers complete the Record of Medication Administered Form immediately after they administer medication to a child.
8. Teachers will ensure that at enrolment, induction and at regular intervals through newsletters and the like that parents are made aware of requirements relating to the administration of medication.
9. The administrator of any emergency where care is required is to be within the terms of a current First Aid Certificate.

Storage of Medications

10. Medications must be stored out of the reach of children, but still be easily accessed by an adult if needed in an emergency. Some medicines may require refrigerated storage. Medications will be disposed of or sent home with a parent (if supplied in relation to a specific child) after the specified time.
11. All category (ii) and (iii) medication must be clearly labelled with the name of the child to whom the medication is to be administered.
12. Teachers and TONI Educators will ensure that any personal medication for their team is stored safely and appropriately, out of the reach of children.
13. Kindergartens must ensure that during cooking activities children are closely supervised if they are to have access to the fridge and if possible, any medicines are stored out of the reach of children.



Training in administering medications

14. The Head Teacher must inform their Senior Teacher if training is required for administering a specific medication to a child, to ensure this training can be arranged.
15. A record of training provided for specific medication administration is to be kept at the kindergarten. GOSH can be used to record any 'Record of Training' for specialist medication administering training - Use 'Employee Participation' on the GOSH homepage to record details.
16. Whānau Manaaki will support teachers to have appropriate information and/or training on the administration of medication where necessary.

Children with Allergies or Serious Conditions

17. If an attending child has a condition where a difficult or complex medication or medical procedure is required to support the child's well-being, Whānau Manaaki will work with the family and teaching team to develop an Allergic Reaction and Serious Condition Plan. The plan may also include the need for suitable training from appropriate medical personnel.
18. For children who suffer from allergic reactions, the Head Teacher is required to ensure that parents complete the Allergy Information Form.
19. An up-to-date list of children who have an allergy or serious medical condition must be displayed in the kindergarten office and/or discreetly in the kitchen area to ensure all teachers and relievers are aware of allergies and serious medical conditions. Seriousness of allergy e.g., mild, or severe is to be identified.
20. Allergic Reaction and Serious Condition Plans for children with known allergies and serious medical conditions must be completed and all Teachers and TONI Educators in the Kindergarten or home must be made aware of them.

Etu Ao (Home Based Education)

21. The Transport Team will carry Medical Permission forms for parents, whānau or caregivers to complete if they are sending either category (ii) or category (iii) medications with their child. This form will be carried with the medication and will travel between the child's home and the kindergarten or educator's home and will be returned back to the parents, whānau or caregiver at the end of each day.
22. The parents, whānau or caregivers will sign the form to acknowledge that they have sighted the details of the medication being administered. The Transport team will be required to take a photo of the signed form and send this through to the Communications Hub Coordinator.
23. Parents, whānau or caregivers shall record the child's name, medical information – instructions, dosage, expiry date, time and date of medication. TONI educators record each time medication is administered. It is important that the medication to be administered has been prescribed for the child who will receive it.
24. Each of the transport vans will have a cooler bag for medication to be safely stored in until the child reaches their destination.
25. Drivers and Drivers Assistants will not administer medication to any child unless required in a life-threatening situation.
26. When category (iii) medication administration is via apparatus with which the TONI Educators are unfamiliar (e.g. Ventolin inhaler), or in instances where the TONI Educators feel they need assistance to develop skills or confidence to administer medication, support and practical advice shall be sought.
27. When further support and/or advice are given to TONI Educators, this shall be documented as part of the Allergic Reaction and Serious Condition Plan for the child.



28. When the TONI Educators feel they cannot adequately provide the appropriate medical treatment requested by parents, the child shall attend only in the company of a parent, whānau or caregiver nominated to provide the administration of medication.
29. TONI Educators shall contact their Visiting Teacher for further advice when issues of attendance of children with specific medical needs and/or the administration of medication to children is of concern.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Centres & Care Services 2008
- Licensing Criteria for Home-based Education & Care Services 2008

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

1. Enrolment Form
2. Daily Medication Form
3. Ongoing Treatment Form
4. Record of Medication Administered Form
5. Allergy Information and Serious Condition Form
6. Allergic Reaction and Serious Condition Plan
7. Child Asthma Plans – (English, Māori, Samoan and Tongan) - Flyers
8. Eczema Action Plan - Flyer

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team. The policy will continue on the same review cycle.





Allergic Reaction/Serious Condition Management Plan

Prior to completing this form, we advise you to read through the Administration of Medication Policy

First Name: _____

Last Name: _____

Plan Start Date: _____

Plan End Date: _____

Allergic to/or Serious Condition:

Description of the reason for plan.

Details of Serious Condition/Allergy:

Action to be taken:

Contacts:

Local Doctor: _____ Phone: _____ Surgery: _____

Parent/guardian: _____ Home: _____ Mobile: _____

Parent/guardian: _____ Home: _____ Mobile: _____

Emergency Contact: _____ Home: _____ Mobile: _____





Allergy and Serious Condition Information Form

Prior to completing this form, we advise you to read through the Administration of Medication Policy

Keep this list up to date and display in the kindergarten office and/or discreetly in the kitchen area to ensure all teachers and relievers are aware of allergies and serious medical conditions.

Allergy and Serious Condition Information:

Date	Name of Child	Description of Allergy/Serious Condition	Reaction e.g., Rash/trouble breathing etc.	Action to be taken	Emergency Contact Details

NB: The written authority for categories (i) and (iii) medicines is on the enrolment form so must be kept for 7 years. For category (ii) medicines, the written authority should be kept for as long as the child is receiving that medicine. The record of medicine administered to children should be kept for 2 years.



Daily Medication Authorisation Form

Prior to completing this form, we advise you to read through the Administration of Medication Policy

For Category (ii) medicines

Definition: a prescription medicine (such as antibiotics, ear/eye drops etc.) or non-prescription (such as paracetamol liquid, cough syrup etc.) 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 medicines), that is prepared by other adults at the service.

Child's Name: _____ Parent/guardian Name: _____

I authorise the teachers to administer the following medication (s):

Date	Type of Medication
/ /	
/ /	
/ /	
/ /	
/ /	

I have supplied the following information and I understand that the teachers are not medical staff and will follow the listed instructions: _____

The following teachers have been provided with information and/or training to administer this medicine: _____

DATE:

(Day medication authorised for) **Signature Parent/Guardian**

DATE:

(Day medication authorised for) **Signature Parent/Guardian**

DATE:

(Day medication authorised for) **Signature Parent/Guardian**

DATE:

(Day medication authorised for) **Signature Parent/Guardian**





Ongoing Treatment Medication Authorisation Form

Prior to completing this form, we advise you to read through the Administration of Medication Policy

For Category (iii) medicines

Definition: A prescription (such as asthma inhalers, epilepsy medication etc.) or non-prescription (such as antihistamines syrup, hydrocortisone cream) medicine that is used for the on-going treatment of a pre- diagnosed condition and provided by a parent for the use of the child only.

Child's Name: _____

I authorise the teachers to administer the following medication(s):

Name of Medicine	Type of Medicine

From: /...../..... **Until:** /...../.....: (cannot be longer than 3 months)

The following are the specific instructions (specific symptoms/circumstances), limitations to teachers' responsibility in administration of medication etc.: _____

The following teachers have been provided with information/training to administer this medicine: _____

I understand that teachers are not medical staff and will follow the instructions I have authorised, or specialist training they have been given.

I understand that it is my responsibility to inform the teachers of any changes to my child's medical circumstances.

Signed Parent/Guardian: _____ **Date:** _____

(This form must be filed in the Accident/Illness Register) NB: The written authority for categories (i) and (iii) medicines is on the enrolment form so must be kept for 7 years. For category (ii) medicines, the written authority should be kept for as long as the child is receiving that medicine. The record of medicine administered to children should be kept for 2 years.





Record of Medication Administered Form

Prior to completing this form, we advise you to read through the Administration of Medication Policy

This form needs to be displayed prominently in an appropriate place so all teachers can access this information (Parental authorisation must be obtained before any medicine is administered by a teacher).

Date	Name of Child	Name of medicine	Amount	Initials Person Checking Amount	Time Given	Name of teacher administering medication	Parent sign (acknowledging medication given)

NB: The written authority for categories (i) and (iii) medicines is on the enrolment form so must be kept for 7 years. For category (ii) medicines, the written authority should be kept for as long as the child is receiving that medicine. The record of medicine administered to children should be kept for 2 years.

