MAGILL KINDERGARTEN
Operational Policies and Procedures

Medication Policy

At Magill Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of occupational health, safety and welfare, which includes the administration of medication to children.

The following guidelines have been established for the administration of medication.

OVERIDING PRINCIPLES

Where ever possible, medication should be administered by the parent. The first dosage of medication at kindergarten must be administered by the parent or administered by the approved DECS employee under the supervision of the parent/guardian.

It is the parent’s responsibility to advise the kindergarten of any change to the child’s dosage/medication via a doctor’s letter or management plan signed by the treating doctor.

All medication must be in the correct named and labelled container
It is the right of staff to refuse to administer any medication if they have not received the necessary training or if they feel uncomfortable.

All medication will be kept in the First Aid cupboard in the kitchen.
Medication will not be administered in any circumstances unless the following procedures are undertaken:

• A Management Plan is developed and signed by the treating doctor
• Parent/guardian approval via the signed proforma

STAFF ASSISTANCE

Staff at the centre will assist with children’s medication if:
The parent has completed and signed the sites ‘Request to Administer Medication’ paperwork;
The child’s medical practitioner has completed the necessary sections in the sites ‘Request to Administer Medication’ paperwork;
The medication is prescribed by a doctor and has the original label detailing the child’s name, required dosage and storage requirements.
When staff are to assist with a child’s medication it should be given directly to the staff member and stored in the allocated area.
Medication should not be left in a child’s bag.
Parents must notify staff if children are taking any medication that may have possible side effects.

Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a doctor prescribes a nebuliser, instead of a ‘puffer’, and it is necessary for the child to bring the pump to the kindergarten, the parent should supply an appropriately labelled container with the solution pre-mixed. The parent will need to be at the centre to administer the medication.

Where possible, before medication is given to a child, the staff member will verify the correct
dosage with another staff member. After giving the medication, the staff member will complete the necessary details on the 'Request to Administer Medication' form.

Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the kindergarten will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.

All conditions/complaints will be recorded and kept confidential where appropriate.

Staff must not administer injections (except Epipen, staff should have appropriate training). In the case of children with chronic conditions which could be life threatening, alternative fast-acting oral medications or an Epi-Pen must be available. The enrolment form/medical forms completed by parents/guardians should disclose immediate measures to be taken in a life-threatening situation. A summary of these should be prepared and made available to all staff.

**Staff are not permitted to perform any task deemed a medical procedure.**

Emergency contact numbers will be displayed at all telephones (eg ambulance, poisons information unit, Women's and Children's Hospital).

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*Governing Council Endorsement:*

*Date:*