



## Mountain Community Children's Centre Inc.

### Medication Policy

- Rationale:** It may be necessary for individuals to take medication in order to maintain health or become well.
- Aim:** To provide clear guidelines on the storage and administration of medication at Mountain Community Children's Centre.
- Procedure:** Please do not bring your child to the Centre if they are unwell. If your child becomes unwell while in attendance at the centre you will be called to collect your child immediately (see Unwell Children/Medical Conditions Policy).

Non prescription medication will only be administered upon advice of the General Practitioner. Therefore a certificate must accompany the medication. The medication will need to be in the original packaging, clearly stating the name of the child, the dose and time to be given.

Prescription medication **MUST NOT BE LEFT** in the child's bag or locker. Prescription medication is to be given to staff immediately upon arrival.

The prescription medication must be in the original packaging, clearly stating the name of the child, the dose and time to be given.

The parent / guardian is to complete the Medication Record, kept in the Medication/Incident Folder. Staff must check the information and sign to witness the completed form.

Staff will then store the medication in the appropriate locked medication cupboard or locked container in the refrigerator. Staff will then attach a "DON'T FORGET MY MEDICINE" tag to the child's lunch box.

It will be the responsibility of the staff member who witnesses the Medication Form to relay the information to the child's room leader at the start of the day.

Only staff with First Aid qualifications will administer medication.

Care will be taken with the administration of all medication. However, due to unforeseen events including maintaining child centered routines, staff will not be held responsible if the medication is administered at a different time to that identified on the Medication Form.

#### **STAFF PROCEDURE FOR ADMINISTERING MEDICATION**

- 1 The information that the parent / guardian recorded on the Medication Permission Form is to be checked by the room staff for the appropriate details.
- 2 Collect medication from the locked cupboard or locked refrigerated container.
- 3 Check the medication with a witness (another member of staff) before administering to the child to confirm the Medication Container is the correct one and check the child's name and dosage.
- 4 The witness must observe the preparation of the dosage and then check the dosage.
- 5 The witness must observe the child be administered the medication.
- 6 The staff member who administered the medication must record the time and sign the Medication Form.
- 7 The witness must sign the Medication Form.
- 8 The medication must be returned to the appropriate location.

When the child is collected, the parent / guardian is to check and sign the Medication Form to record the medication is collected also.