

Medicine may be given to a child whilst at preschool when:

- it is given by doctor or ambulance personnel in an emergency.
- the parent/guardian has given the child the medicine, or
- the parent/guardian has provided written authority (see permission requirements below)

Permission

There are two different categories of medicine, each requiring different types of parent/guardian permission.

Category	Definition
(i)	<p>A prescription (such as antibiotics, eye/ear drops etc.) or non-prescription (such as paracetamol liquid, cough syrup etc.) that is:</p> <ul style="list-style-type: none"> • used for a specified period 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
<p>Authority required – a written authority (Medicine Record Form) from a parent given at the beginning of the time over which the medicine is administered, detailing what (the name of medicine), how (the method and dose), and when (time or specific symptoms/circumstances) medicine is to be given. The authorization must be renewed if the period is extended or circumstances change. Records of parental acknowledgement of the medicine being given are recorded each day and kept.</p>	
Category	Definition
(ii)	<ul style="list-style-type: none"> • A prescription (such as asthma inhalers, epilepsy medication etc.) or nonprescription (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 • provided by a parent for the use of that child only
<p>Authority required – a written authority (Health Plan) from a parent given at enrolment as part of an individual health plan, or whenever there is a change, detailing what (name of the medicine), how (method and dose), and when (time or specific symptoms/circumstances) the medicine should be given. How often parents are asked to acknowledge their child has received the medication is agreed between the preschool and the parents. Records of acknowledgement will be kept.</p>	

Medicine storage:

- **Category (i)**
 - All medicines will be stored in the kitchen either in the fridge or on the first aid shelf.
 - At the end of the specified time, the medicines will be returned to the parent/guardian or disposed of if no longer needed.
- **Category (ii)**
 - As described in the Individual Health Plan

Person responsible for daily administration of medicine:

One staff member per day is responsible for the administration of medicine. Generally, that person is rostered onto the “Toilet” responsibilities. A permanent staff member with a current first aid certificate will always be delegated the responsibility of administering medication.

Administering medicine:

Parents are to provide the measuring utensils along with the medicine.

Parental permission and record keeping

Written parent permission (according to the categories described above) a record of the medicine given and parental acknowledgement that the medication was administered will be held in the Health & Safety Folder (located in kitchen cupboard) or kept digitally in the health and safety Microsoft Teams channel. – where medicine has been used because of an accident/injury or due to another unforeseen event the parents will be contacted via text message on the preschool phone to give permission for the specific medication to be given (pawpaw cream, antihistamine cream, arnica) records of permission and acknowledgement will be visible in the text records.

Category (i) medicine – parental permission is required for the time in which the medication is to be administered; this will be achieved by:

- Parent/guardian accessing a category (i) medicine form from one of four medicine folders.
 - Preschool
 - South van
 - West van
 - Central van
- Each van driver is responsible for handing the medicine permission documents to the person responsible for administering medicine that day. They will also report back to the parent and obtain an acknowledgement signature that the medication was given as prescribed.
- On the last day the medicine is administered, the person responsible will file the parent permission slips into the health and safety folder.
- Category (ii) medicine - permission will be gained at enrollment or when circumstances change in the following manner:
- A Category (ii) health plan will be completed when the child enrolls or is diagnosed with a condition and prescribed with medicine, or there is a change in treatment. A timetable of agreed parental acknowledgement will be recorded in the health plan

The Key Teacher responsible for the child, will seek parental acknowledgement on the agreed schedule which will be recorded on the form or via digital means in the health and safety Microsoft Teams channel.

Training

All staff are provided with access to training to ensure their First Aid certificates are kept up to date.

If a child requires the administration of a medicine or procedure that staff are unfamiliar with, training will be provided.

First Aid certification will be displayed in the Preschool on the Wall Profiles of staff members.

Appendices:

- a. Health Plan Template
- b. Medicine Records

Reviewed	February 2026
Review partners	Lead Teacher, Staff
Next review date	February 2029
Signed:	
Preschool Lead	Susan Swolfs