

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 permission (see permission requirements below)

Permission:

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

Category	Definition
(i)	A nonprescription preparation (such as arnica cream, antiseptic liquid, insect bite spray) that is: <ul style="list-style-type: none"> • 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 found in the enrolment form from a parent given at enrolment to the use of specific preparations on their child for the period they are enrolled. The service must provide (at enrolment, or whenever there is a change) specific information to parents about the Category (i) preparations that will be used.	
Category	Definition
(ii)	A prescription (such as antibiotics, eye/ear drops etc.) or non-prescription (such as paracetamol liquid, cough syrup etc.) that is: <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
Authority required – a written authority (appendix A) from a parent given at the beginning of each day 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	
Category	Definition
(iii)	<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 it: • 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
Authority required – a written authority (appendix B) 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	

Medicine storage:

- **Category (ii)**
 - All medicines will be stored in the kitchen either in the fridge or on the first aid shelf. Please place medicines in the container marked “Medicine”
 - At the end of each day, the medicines will be returned in a plastic bag with the child to the parent/guardian.
- **Category (iii)**
 - 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).

Category (i) medicine – where medicine has been used because of an accident/injury, evidence can be found on a child’s accident/injury form on our Discover/Xplor’s Playground application. This will be electronically signed by the parent/guardian on the Playground app – this will be kept indefinitely

Category (ii) medicine – daily parental permission is required; this will be achieved by:

- Parent/guardian accessing a category (ii) 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 child’s file.

Category (iii) medicine - permission will be gained every three months, in the following manner:

- A Category (iii) form will be completed when the child enrolls or is diagnosed with a condition and prescribed with medicine or there is a change in treatment.
- The Key Teacher responsible for the child, will seek parental reconfirmation of the Category (iii) form at the beginning of each school term to ensure the information on file is current. The date and signature of each confirmation will be recorded on the bottom of the child’s Category (iii) form
- Where the medicine is administered regularly, parental acknowledgement is to be gained at the same time as the reconfirmation described above.

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.

Reviewed	February 2023
Review partners	Lead Teacher, Staff
Next review date	February 2026
Signed:	
Preschool Lead	Krista Clifford