



# Adelaide Miethke Kindergarten

## Medication Management Procedure

**This site procedure is developed in line with the procedures outlined in the Department for Education Medication Management Procedures.**

In accordance with Department for Education policy medication **cannot** be administered in an education or care service without written advice on a **Medication Agreement** (with the exception of emergency medication for anaphylaxis and asthma).

In most circumstances medication **will not** be administered by preschool staff and families will be asked to make arrangements to adjust the dose schedule so it can be administered at home.

In situations where children require regular medication due to specific health needs families must speak with the centre Director so that staff are able to plan to meet the child's health needs and procedures can be put in place prior to the child commencing preschool. The family must provide a **medication agreement**.

The **medication agreement** form is available from the centre staff or the Department for Education website - [education.sa.gov.au](http://education.sa.gov.au)

The medication agreement form must be completed by the child's treating health professional or by a pharmacist (only for over the counter medication).

### **Please note:**

Centre staff have the right to refuse administering medication to children if they feel uncomfortable or unqualified to do so except in an emergency situation (see Medication Management Procedures - DfE).

Staff are required to complete a SAFETY RISK MANAGEMENT PLAN and a HEALTH SUPPORT AGREEMENT together with the family. These are Department for Education forms and will be provided by staff.

### **Procedure for medication management and administration**

Where a child requires medication during the preschool day and a medication agreement form and medication rights checklist have been completed the following procedure will be followed -

- One staff member will be responsible for the collection, recording and administering of medications. That staff member will hold current first aid training.
- Medications are to be in the original container and handed to the nominated staff person by the parent/carer.
- The original prescription label must be on the container and will be checked in the presence of the parent/carer and the MEDICATION RECORD form completed and signed by the parent/carer. The staff member will also check the medication expiry date.
- Medication is to be stored in a safe place, e.g. in the assigned cupboard or in the fridge.
- At the time of administering medication, a second staff member is to be present to check
  - Medication is given to the correct child,
  - Dosage is correct as prescribed, and
  - Time of administration is correct.
- The MEDICATION RECORD form is to be signed by the nominated staff member and counter-signed by the second staff member.

- Medication should not be stored onsite overnight. The only exception to this will be in the case of ongoing need such as asthmas &/or anaphylaxis where it may be appropriate that medication is provided and left at kindergarten.
- In the case of ongoing medication management for a child, a health care plan must be in place, e.g. asthma management plan, diabetes plan, anaphylaxis management plan.

If the nominated staff member is absent a second staff member will be appointed to take on that role during their absence.

Approved: Governing Council

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