

GALLOPING GUMNUT MOBILE CHILDREN'S SERVICES VAN INC

ADMINISTRATION OF MEDICATION POLICY

STATEMENT:

The Management Committee and staff of Galloping Gumnut will ensure that the following procedures are implemented concerning the administration of medication to children.

OBJECTIVE:

To ensure the accurate administration of medication.

STRATEGY:

For prescribed or non prescribed medication the following applies:

1. No medication will be given without written permission from the parent/guardian.
2. Whilst we prefer to only give medication prescribed by a Doctor, we realize that on occasions it may be necessary to administer to children "over the counter medicines", e.g. cough mixture. These will have to be recommended by a Doctor (written) with times and reason.
3. Only current medication in original container with specific name and dosage will be administered by the authorized staff person/s.
4. Medication may be administered by any authorized supervisors.

PROCEDURE:

1. Medication is to be administered only after completion of the Medication Record by the parent/guardian. The child's name, the date, medication name, dosage, and the time it is to be administered are to be included, as well as the parent/guardian's signature.
2. After medication, staff must sign the Medication Record to verify that correct dosage has been given.
3. The medication record shall be kept in the front of the Enrolment Folder.
4. Children on long term medication must have a letter from their doctor renewed quarterly.
5. Children with asthma will be required to provide the centre with a Doctor's Authorization, with details of required medication, in case of an emergency. This information to be updated regularly.

RELATED DOCUMENTS:

- Individual Medication Register
- DOCS Regulations
- Health & Safety in Children Centres – Model Policies and Procedures
- Managing a Child with Acute Fever Procedure
- Managing a Child with Asthma Procedure
- Managing Food Allergies & Anaphylaxis Procedure
- Management of choking Procedure
- Procedure for Calling an Ambulance