



## Administering Medicines Policy

- 1) It is Acorn ELC Policy that all persons take reasonable steps to ensure that correct medicine and medication is given to children.
- 2) On arrival at the centre, all medication must be handed to a staff member. Management must then authorise medicines to be given before they are written by the parent in the medicine book. The amount, date, time to be given and name of the medication must be written in the medicine book by the parent or caregiver and be authorized with the parent or caregivers signature.
- 3) Only medication authorised by parents will be given to children. All medication given **must** be prescribed by a doctor. Prescribed medication should have a chemist label attached to the bottle with the child's name, date and doctor's name, amount of medicine to be given, expiry date and the length of time the medicine is to be given. No medicine will be given to the child if it has been prescribed to another member of the family or is an outdated medicine.  
Paracetamol/ pamol will not be given under any circumstances. Pharmacy only medicines (not prescribed for that child by a doctor) will not be given.
- 4) Trained educators only will administer medicines to children and they will sign the medicine book once the medicine is administered. A second person will check the medicine is given correctly. Child's name, Dosage, time, date and parents signature will be checked.
- 5) In an emergency, an ambulance or doctor will be called and they will be responsible for administering medication as required (other than in cases of

asthma where inhalers are present and required as part of immediate treatment or where Epi pens are needed immediately for anaphylactic shock).

Reviewed: December 2011

Next Review: December 2012