



## Medication Management and Record Keeping Policy

At the Pines School Based Preschool, all staff recognise that children can become ill from time to time. Children who are ill are best cared for at home. This will ensure that the child will get one to one care and prevent spreading infection at Preschool. All staff also recognise that some children require prescription medication for particular health conditions/needs and it is essential that staff are given a health care plan with procedures outlined.

Below is The Pines School Based Preschool procedure in regards to medication management and record. In relation to administering medication please refer to our "*Administration of Medication Policy.*"

### The Preschool team will:

- Ensure that if parents have indicated on the enrolment form that their child requires ongoing prescribed medication, this must be followed up with supporting documentation. This involves a health care plan (i.e. asthma care plan, action plan for allergic reactions) and 'Medication Authority Form' (from the DECD website) to be completed by the child's Doctor. It is the parents' responsibility to complete and provide the Preschool with supporting documentation. This will ensure that all staff understand the step by step procedures and have consent to administer the medication when required.
- Ensure that the Parents/Caregivers provide all supporting documentation (see dot point above) prior to the child's commencement date at Preschool (during the enrolment process). Parents must also provide the Preschool with the followed prescribed medication (as stated on the supporting documentation) on the child's first day at Preschool.
- Check that the prescribed medication is in the original container, with child's name, written directions and dosage.
- Ensure medication records are kept and maintained on the Early Years System (EYS) and in our medication folder (accessible to all staff).
- Ensure children's medical documentation along with their photos are displayed in the office, kitchen and roll book for all Educators, relief staff, volunteers and visitors to see.
- Ensure that children's medication are safely stored in the medical cupboard located in the Preschool office. Each child's medication is clearly labelled with the child's photo in individual containers. Medication expiry date is reviewed regularly (check list system).
- Ensure that when medication has been administered, this is recorded in the medication log (located in the first aid folder on the kitchen bench).

### Families will:

- Parents/Caregivers will provide all supporting documentation for medication needs prior to the child's commencement date at Preschool (during the enrolment process). Parents

must also provide the Preschool with the followed prescribed medication (as stated on the supporting documentation) on the child's first day at Preschool.

- Ensure their child's medication is within date and supply replacements when beyond the expiry date.
- Not provide the Preschool with non-prescription medication.
- Not store medication in their child's bag.
- Hand over child's prescribed medication to an Educator upon arrival at Preschool each morning. This will ensure that the medication is stored correctly and safely. Families may leave their child's medication at Preschool. It will be stored in a locked cupboard.
- Advise the Preschool of any changes to the child's dosage/medication. This requires new management and medication authority plans, completed by the child's GP.
- Sight and sign medication log when Educators have administered medication to their child.

**Please note:**

Medication needs to be provided in the original packaging, clearly labelled with dosage and times to be administered (if required). Medication must also be labelled with an expiry date, written instructions, medication form filled out and signed by a medical practitioner.

**Approved at Governing Council on (Date):**

**Approved by Principal: Cherie Collings**

**Approved by Governing Council Chairperson:**

**To be reviewed: February 2020**

31/10/18  
Collings  
K

\*In accordance to the Education and Care Services National Regulations under the Education and Care Services National Law.  
- Part 4.2 – Children's health and safety (Division 4 – Administration of medication)

\* In accordance to the National Quality Standards (2018)  
- Quality Area 2: Standard 2.1 (Health practices and procedures)