

Section:	Children's Health and Safety		
Policy:	Administration of Medicine	Policy Number	2.8
Quality Area/s	2	Related Policies	
Last Reviewed	Feb 2015; May 2018; April 23	Next Review	
Modifications	April 2023; updated to reflect current procedure using software management program (kinderm8)		
Relevant Legislation			
Further Reading			

INTRODUCTION

Karuna Montessori aims to be vigilant when handing out medication to children.

AIM

Karuna Montessori will encourage sick children to stay at home to prevent the spread of virus and disease.

PROCEDURE

Should a child require medication at the school, parents or guardians will record their children's medication needs using the online medication form available in Kinderm8 Family Lounge. Parents can submit a prescribed or non-prescribed medication form in advance or complete the online medication form at drop-off. Only with written permission on the Medication Authority Form will a first aid-qualified staff member administer medication to a child.

Parents Responsibility:

When completing the Medication Authority Form, the following information must be provided:

- Child's name and date of birth;
- Name of medication and Reason for medication;
- Time and Date medication last administered;
- Time and Date or dates (maximum of one calendar week) medication is to be administered;
- Dosage to be administered;
- Method of administration;
- Signature of parent authorising administration by Authorised Person

Parents must ensure the medication is in its original packaging, and in the case of prescribed medication, the container must be labelled with the child's name and current use-by date. Parents must hand the medication to a staff member each day (that it is required to be administered), who will then place it in the refrigerator or in the locked box. No medication is to be left in the child's bag or locker.

Staff Responsibility:

- Only medication prescribed for that child by a Doctor will be administered.
- Only a first-aid qualified staff member will administer the medication.
- Another first-aid qualified staff member will check the dosage is correct before it is administered and witness the medication actually being given.

The following will be recorded on the Medication Authority Form:

- Child's name and date of birth;
- Name of medication;
- Time and Date or dates (maximum of one calendar week) medication administered;
- Dosage to be administered;
- Method of administration;
- Name of educator administering;
- Signature of educator administering medication;
- Name of Witness
- Signature of Witness

When the child is collected by the parent or carer, the completed Medication Authority form should be shown to them, and a printed copy provided if required.

EVALUATION

Records are kept and care is taken when medication is required to be administered to a child at Karuna Montessori School.



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