



Adelaide Miethke Kindergarten

Medication Management Procedure

Only prescription medications can be administered.

- 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 asthma &/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

Updated: June, 2017

Review: June, 2018