

The HOLT Administration of Medicines policy

**PURPOSE**

The purpose of this policy is intended to ensure that The HOLT has established an approved procedure, allowing drugs to be appropriately administered.  Staff are made aware of their responsibilities and children are safeguarded by receiving drugs according to an established routine.

**POLICY**

The HOLT will only administer PRESCRIPTION drugs issued to the child, in accordance with legislation (Child Care Early Years Act).

1. Written authorisation from the parent on a HOLT Medication Form, including dosage and times the drug is to be taken.
2. A parent must hand deliver the medication in the original container, clearly labelled with the child’s name, the name of the drug, the dosage, the date of purchase/issue and instructions for storage and administration of the drug.  All medication will be kept in a locked container and stored according to storage instructions and the keys will be kept in a secure place.
3. The medication must be administered in a well-lit area and whenever possible all children receiving medication should receive it at the same hour.
4. Leftover medication or surplus of medication should be returned in the original container to a parent of the child or safely discarded with parental permission.
5. For each child receiving medication, an entry must be made on the “Medication Consent Form”.  Staff giving the medication must list each dose administered and the time.  If a dose is omitted, reason must be listed.
6. For each child receiving medication on a daily basis or for a long period of time, a “Scheduled Medication/Treatment Record” will be filled out.  Staff giving the medication must list each dose administered and the time.  If a dose is omitted, reason must be listed.
7. Any accidental administration (i.e. medication to the wrong child or wrong dose) must be recorded and reported to the Director, who must then notify the parent of the child.
8. One First Aider is assigned the responsibility of administering all medication to the children in their program if it is required.  In the absence of the designated first aider another will be designated.
9. If the date on the label has expired, The HOLT will inform the parent that we cannot administer the medication to the child.
10. It is the parent’s responsibility to notify the staff about medication the child is taking at home only, including cough syrup, etc.  The parents should also inform all staff if there are any food restrictions due to the medication the child may be taking.
11. Over the counter medication will not be administered to any child without a written note from the doctor indicating the dosage required, when to administer and symptoms to look for if applicable.
12. Medication for Children who require an asthma inhaler, an EPI-Pen or emergency medication cannot be locked in a container or cupboard. Asthma or Epinephrine or emergency medication will need to be readily available to the child in the event of an asthma or anaphylactic attack. Asthma inhalers, epinephrine or emergency medication can be kept in the tutor’s emergency bag or in the child’s bag provided the child’s bag goes with the child indoors and outdoors and the bag is kept out of the reach of children.

Self-Administration

With Parent’s signed permission, children can also wear their epinephrine on their body and can self-administer where possible.

1. Children who are self-administering must do so in front of a staff member who can provide support as required
2. if a child is unable to self-administer, the staff will step in and provide appropriate support
3. If an EPI-Pen is administered (whether self-administered or given by the staff) an ambulance must be called. The EPI-Pen must be kept in a same place and must accompany the child to the hospital.
4. Staff must record when medication is given to the child whether the child or the staff administers the medication. A record of the date, time and along with any other details must be recorded on this form. This must also be noted in the daily log.

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