

## Purpose

This policy outlines the procedures for the safe and effective administration of prescription medications to children within our long group programs. This policy is designed to protect children's health and well-being and to provide parents and guardians with the assurance that their children's medication needs are met with the utmost care and professionalism.

## Policy Statement

Our program requires that all prescription medications to be administered during program hours must be provided by the parent or guardian, along with clear instructions and authorisation. The administration of medication will be conducted strictly according to these instructions and within the guidelines of this policy to ensure the child's safety and health.

## Procedures

- **Medication Authorisation:** Parents or guardians must complete a Medication Authorisation Form for each prescription medication, indicating the child's name, medication name, dosage, administration times, and any special instructions. This form must be signed and dated by the parent or guardian.
- **Original Packaging:** All medications must be provided in their original packaging, clearly labeled with the child's name, medication name, dosage, and prescribing doctor's name. This ensures the accuracy and safety of medication administration.
- **Safe Storage:** Medications will be stored in a secure, locked location, accessible only to authorised staff members. Medications requiring refrigeration will be stored accordingly.
- **Administration:** Medications will be administered by a trained staff member who will follow the prescribed instructions exactly. A second staff member will verify the medication, dosage, and child's identity to ensure accuracy.
- **Documentation:** Each administration of medication will be documented in the child's medication log, including the date, time, dosage administered, and the names of the staff members involved in the administration and verification process.
- **Training:** Staff members responsible for administering medication will receive appropriate training in medication administration procedures, including how to recognise and respond to allergic reactions or medication errors.
- **Emergency Procedures:** In case of a medication error or adverse reaction, emergency procedures will be initiated immediately, and the child's parent or guardian will be contacted. Emergency contact information must be provided by the parent or guardian at the time of enrollment.

- **Communication with Parents:** Parents or guardians are required to communicate any changes in the medication's administration or if the medication is discontinued. Updated Medication Authorisation Forms must be provided accordingly.

### **Conclusion**

The safety and well-being of children in our care are of paramount importance. This policy on the administration of prescription medication is part of our commitment to ensuring that children who require medication during program hours are cared for in a safe, responsible, and professional manner. We encourage parents and guardians to discuss any concerns or questions they may have regarding this policy with our staff.