

## **9 PROCEDURE: ADMINISTERING MEDICINE**

### **Aim**

To ensure that medicines are approved, safely administered and recorded.

### **9.1 Guidelines**

- 9.1.1 At Montessori Children's House Wanaka we ensure that all medicines (prescription and non-prescription) are approved for a particular child, administered and stored appropriately and safely, and record who administers the medicines to the child.
- 9.1.2 Parents may request that teachers administer medication to children.
- 9.1.3 Details are recorded on the administering medicine chart each day medication is to be administered and signed by the parent prior to the medication being administered.
- 9.1.4 The teacher administering the medicine must have a current first aid certificate and where possible be in sight of another teacher and both teachers are required to sign the administering medicine chart.
- 9.1.5 Individual health plans are developed for any child who require continuous medication or have other specific medical needs for example inhalers, eczema cream.