

Holden Hill Kindergarten and Occasional Care

Administration of Medication Procedure



Medication will only be given when alternative times cannot be arranged, or for health conditions i.e. Asthma and Anaphylaxis.

- When medication is given, parents will provide the Kindergarten with written documentation completed by the child’s doctor, stating the date, name of the medication, the dosage and time it is to be given to the child. The Kindergarten can provide the parent/guardian with the form required for Asthma and Anaphylaxis.
- Medication must be provided in the container in which it has been dispensed, which indicates the child’s name, the dosage, prescribing Doctor’s name, and the date.
- Over the counter medication, i.e. Panadol or Cold/Cough medicine etc will not be administered by the staff at Kindergarten.
- When administering medication, staff will complete and sign the medication record log form at the time it was administered. This will be checked by another staff member before the child takes the medication, and this staff member will countersign the form.
- All medication forms/plans will be kept on file at the Kindergarten.

Signed: *P N Lidge* Director Date: 06/12/2022

Reviewed: *P N Lidge* Director Date: 10/03/2023

Scheduled for review: March 2025