

## Medication Agreement Policy

The ministry of Education require that administration of all medication at a licensed facility be done so under the following standards.

1. Parents must sign a Medication agreement prior to any medication being given.
2. Written authority (a parent's signature) must be gained prior to each administration of medication.
3. All medication dispensed must be as per the prescribing doctor's instructions and according to the label on the medication. The name, dose and time must be correct e.g. If you ask for your child to be given 10mls of Pamol every 2 hours and the label says 5ml every 4 hours then we must give 5mls 4hourly NO EXCEPTIONS.
4. Prescription medication must be brought to the centre on a daily basis and CANNOT be stored on the premises.
5. When staff are asked to administer Pamol/Panadol they must be told when and how much was last given. If parents have exceeded the dose then staff will not administer any more until the correct time.
6. Parents recognise the fact that the staff are not trained medical professionals so that if they are given the incorrect information then parents not the staff are liable if this wrong information does harm to a child.
7. If your child is on long term ongoing medication you will also need to sign an additional contract to cover that. This contract will be reviewed every 3 months.