

## ALEXANDRA CHILDCARE CENTRE (1995) INC.

### **MEDICATION AND ALLERGIES PROCEDURE**

#### MEDICATION

- ❖ The parent/caregiver advises the staff of the child's medication and procedures. This is documented and signed by parent/caregiver on the Centre's medication record sheet which is displayed on the wall in the kitchen and noted in the diary, so all staff are aware. Medication to be given is displayed on the medication record sheet in the Medication Folder on the microwave in the kitchen.
- ❖ When medication is administered the teacher and a witness initial the medication record sheet and record the time it is given.
- ❖ All medications are to be kept in the fridge or in the pantry in a medication container out of children's reach. The parent/caregiver is responsible for the collection of medication when collecting their child and signing acknowledgment of medication given.
- ❖ Staff will be trained annually if required on the administration of medication to children by an appropriate person.

#### ALLERGIES

- ❖ On enrolment, the parent/caregiver lists any allergies suffered by their child(ren) on their enrolment form. The Centre Manager will update staff of any changes at Team Meetings.
- ❖ This information is transferred to the allergy list, displayed in the kitchen.
- ❖ If a child has an allergic reaction staff will contact emergency services and/or medical personnel and parent/caregiver for advice.
- ❖ If staff suspect that a child may have an allergic reaction, the parent is advised and encouraged to seek a medical opinion.
- ❖ We are a nut-free Centre.

#### MEDICAL CONDITIONS AND ALLERGIES

Staff must be aware of children's individual health plans that have been developed in consultation with parents/caregivers and Medical Practitioners.

Guidelines provided from the Public Health Nurse outline Pamol to only be administered for pain relief from teething.

Pamol will be administered at parents request to relieve teething pain.

Our Centre believes if a child requires Pamol for any other reason they should remain at home.

DATE REVIEWED	DATE NEXT REVIEWED
September 2019	2021
March 2021	2023
May 2023	2025

Regulations 2008:46  
Refer:  
Nutrition Policy  
Child Injury/Accident Procedure