



## Administration of Medication Te Kaupapa Here o te Whakahaere o te Rongoā

Version 4 | Mahi Tuawha

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Next Review | ā houanga arotake: July 2027 | Hūrae 2027

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visiting Teacher Lead

### Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Ensure that children receive the appropriate medication as required for their health, wellbeing and safety.
- To ensure all those responsible for administering medication receive appropriate education and training to ensure they are equipped and comfortable to administer medication to children when necessary.
- To ensure all those required to administer medication follow best practice guidelines and health and safety requirements.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers, Drivers, Drivers Assistants and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

### Definitions | Tautuhi

"Medication" is defined as any substance used for therapeutic purpose and includes prescription and non-prescription preparations having the meaning assigned to these as shown below in the Categories of Medication table below by The Licensing Criteria for Early Childhood Education & Care Centres 2008 and the Licensing Criteria for Home-based Education & Care Services 2008.

"Administer" is defined in the Medicines Act 1981 as "means administer to a human being, either orally or by injection or by introduction into the body in any other way, or by external application, whether by direct contact with the body or not".

### Categories of Medication

The Licensing Criteria for Early Childhood Education & Care Centres 2008 and the Licensing Criteria for Home-based Education & Care Services 2008 defines 3 categories of medicine as outlined below.

**NB:** The written authority for categories (i) medicines is on the enrolment form so must be kept for 7 years. For category (ii) medicines, the written authority on the *Daily Medication Authorisation and Training Form* should be kept for as long as the child is receiving that medicine. The *Record of Medication Administered Form* should be kept for 2 years. The written authority for Category (iii) medicines is recorded on an *Ongoing Treatment Authorisation and Training Form* and re-signed every three months by parents to ensure that they are current. These should be kept for 7 years.



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Category	Definition	Authority required to administer	Relevant Form to be completed for administration of medication
Category i	<p>A non-prescription preparation (such as arnica cream, antiseptic liquid, insect bite treatment spray etc) that is:</p> <ul style="list-style-type: none"> <li>• Not ingested</li> <li>• Used for the 'first aid' treatment of minor injuries; and</li> <li>• Provided by the services and kept in the first aid cabinet</li> <li>• Services must take note of the expiration dates of any Category i medicines and ensure that they are not administering medicines that have passed their use-by date.</li> </ul>	A written authority from a parent given when the child starts or at any other time and recorded on the child's enrolment form.	Enrolment form

Category ii	<p>A prescription (such as antibiotics, eye/ear drops) or non-prescription (such as paracetamol liquid, cough syrup etc.) medicine that is:</p> <ul style="list-style-type: none"> <li>• used for a specific period of time to treat a specific condition or symptom; and</li> <li>• provided by a parent for the use of that child only or, in relation to Rongoa Māori (Māori plant medicines), that is prepared by other adults at the service.</li> </ul>	A written authority from a parent given at the beginning of each day the medicine is given detailing name of medicine, dosage, and time/or specific circumstances/symptoms medication is to be given	Daily Medication Authorisation and Training Form for Category (ii) Medicines
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Category iii	<p>A prescription (such as asthma inhalers, epilepsy medication etc.) or non-prescription (such as antihistamine syrup, hydrocortisone cream etc.) medicine that is:</p> <ul style="list-style-type: none"> <li>• used the ongoing treatment for a pre- diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema etc.) and</li> <li>• provided by a parent for the use of that child only.</li> </ul>	A written authority from a parent given at enrolment or as a plan becomes necessary, as part of an individual health plan. The associated Ongoing Treatment Medication Authorisation is re-signed every three months or whenever there is a change to the plan detailing name of medicine, method and dose, time or specific circumstances the medicine should be given.	Ongoing Treatment Medication Authorisation and Training Form Category (iii) Medicines
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## General Principles | Mātāpono Whānui

1. Medication (both prescription and non-prescription) will only be administered to a child in the following situation:
  - By doctor or ambulance personnel in an emergency; or
  - By the parent of the child; or
  - With the written authority (appropriate to the category of medication as defined above) of a parent/guardian.
2. Teachers and TONI Educators shall ensure that any administration of children's medication is authorised by parents/guardians on Whānau Manaaki's *Enrolment Form, Daily Medication Authorisation and Training Form for Category (ii)* or *Ongoing Treatment Medication Authorisation and Training Form Category (iii)* prior to the medication being administered.
3. The Head Teacher or TONI Educator is required to ensure the correct forms for the different categories of medication as outlined above are completed and signed by the child's parent or guardian prior to medication being administered.
4. Parents/Guardians shall be required to provide written medical information about the child's condition, the medication, and any associated apparatus necessary to ensure Teachers and TONI Educators can respond appropriately to medical emergencies.
5. It is the responsibility of Parents/Guardians to inform the kindergarten or TONI Educator if medication is required to be administered to a child and to ensure instructions are updated on a daily (or as regularly as needed) basis.
6. In the case of category (iii) medications that may be administered on an "as required" basis (e.g. asthma inhalers, hydrocortisone cream or antihistamine medication etc), teachers will follow the instructions of parents/guardians as noted on the *Ongoing Treatment Medication Authorisation and Training Form Category (iii)*. Only a teacher or TONI educator who is trained in administering the particular medication may do so. If there is no teacher or TONI educator with this training available, the parent, whānau or caregiver must be informed immediately.
7. Prior to administering any category (ii) or (iii) medication to a child, the teacher shall ensure that another teacher/adult has checked the medicine is intended for that child and that the dosage prepared for administering matches the prescribed amount as per the child's relevant medication form.
8. The Head Teacher is required to ensure teachers complete the *Individual Child Record of Medication Administered Form* immediately after they administer medication to a child.
9. The TONI Educator is required to complete the *Etu Ao Record of Medication Administered Form* immediately after they administer medication to a child.
10. Teachers or the TONI educator shall ask parents/guardian to sign the *Record of Medication Administered Form* at the end of each day that medicine has been administered.
11. Teachers and Visiting Teachers will ensure that at enrolment, induction and at regular intervals through newsletters and the like, that parents/guardians are made aware of requirements relating to the administration of medication.
12. Only those teachers or TONI Educators who hold a current First Aid Certificate shall be responsible for administering category (ii) or (iii) medication or other ongoing treatment as described in the relevant medication form.

## Storage of Medications

13. Medications must be stored out of the reach and inaccessible to children but still be easily accessed by an adult if needed in an emergency. Some medicines may require refrigerated

storage. Medications will be disposed of or sent home with a parent (if supplied in relation to a specific child) after the specified time.

14. All category (ii) and (iii) medication must be clearly labelled with the name of the child to whom the medication is to be administered.
15. Teachers and TONI Educators will ensure that any personal medication for adults is stored safely and appropriately, inaccessible, and out of the reach of children.
16. Kindergartens and TONI educators must ensure that during cooking activities children are closely supervised if they are to have access to the fridge and if possible, any medicines are stored out of the reach of children.

#### **Training in administering medications**

17. The Head Teacher, TONI Educator or Visiting Teacher must inform their Senior Teacher if training is required for administering a specific medication to a child, to ensure this training can be arranged.
18. A record of training provided for specific medication administration is to be kept at the kindergarten on the *Record of Training Form - part of the Medication Authorisation forms*.
19. Whānau Manaaki will support teachers to have appropriate information and/or training on the administration of medication where necessary.

#### **Children with Allergies or Serious Conditions requiring a Health Plan**

20. If an attending child has a condition where a difficult or complex medication or medical procedure is required to support the child's well-being, Whānau Manaaki will work with whānau and teaching teams/Visiting Teachers to develop a *Child Health Plan - Allergic Reaction and Serious Condition Plan*. The plan may also include the need for suitable training from appropriate medical personnel.
21. For children who suffer from allergic reactions, the Head Teacher is required to ensure that parents complete the *Child Health Plan – Allergic Reaction and Serious condition*.
22. An up-to-date list of children who have an allergy or serious medical condition must be displayed in the kindergarten office and/or discreetly in the kitchen area to ensure all teachers and relievers are aware of allergies and serious medical conditions. Seriousness of allergy e.g., mild, or severe is to be identified. The *Allergy Information or Serious Condition Form* may be used for this purpose.
23. A *Child Health Plan (Allergic Reaction and Serious Condition)* for children with known allergies and serious medical conditions must be completed and all Teachers in the Kindergarten and the TONI Educator in the home must be made aware of them.

### [Procedures for Whānau Manaaki Van transport teams](#)

#### **Medication for Children Transported in Whānau Manaaki Vans to Kindergartens**

24. The Whānau Manaaki transport team will carry Medicine Authorisation forms for parents/guardians to complete if they are sending either category (ii) or category (iii) medications with their child. This form will be carried with the medication and will travel to and from the child's home to the Kindergarten as described below:
  - a. The Driver will text the Communications Hub and let them know that the parent/caregiver has completed a Medication Authorisation form and given them the medication to transport to the kindergarten

- b. At the end of each day any relevant Category (ii) medication, the '*Daily Medication Authorisation and Training Form*' and *Kindergarten - Record of Medication Administered for Individual child who travels in a Whānau Manaaki van form* will be taken back to the parent/caregiver
  - i. The parent/caregiver will sign the record form to acknowledge that they have sighted the details of the medication being administered.
  - ii. The Whānau Manaaki transport team will take a photo of the signed record form and send this through to the Communications Hub.
  - iii. This photo will be uploaded onto the child's Salesforce Profile.
  - iv. The Transport team will file the original record form in their yellow letter file and return it to the kindergarten the next day.
  - v. If the same medication needs to be administered the following day, the same process must be following again.
- c. Category (iii) medication will generally remain at the Kindergarten to be administered, as per the parents' instructions on the *Ongoing Medication Treatment Authorisation and Training Form*.
  - i. If any category (iii) medication is administered on any day, the *Kindergarten - Record of Medication Administered Form for Individual Child who travels in a Whānau Manaaki Van* form will be taken back to the parent/caregiver at the end of the day by the Whānau Manaaki Transport Team.
  - ii. The parent/caregiver will sign the form to acknowledge that they have sighted the details of the medication being administered.
  - iii. The Whānau Manaaki transport team will take a photo of the signed form and send this through to the Communications Hub.
  - iv. This photo will be uploaded onto the child's Salesforce Profile.
  - v. The Transport team will file the signed record form in their yellow file and return to the Kindergarten the following day to keep with the child's documentation.

### **Medication for Children Transported in Whānau Manaaki Vans to Etu Ao (Home Based Education)**

- 25. The Transport Team will carry Medication Authorisation forms for parents/guardians to complete if they are sending either category (ii) or category (iii) medications with their child. The relevant *Etu Ao Daily Medication Authorisation form* or *Etu Ao Ongoing Medication Authorisation Form* will be carried with the medication and will travel between the child's home and the kindergarten or educator's home and will be returned back to the parents, whānau or caregiver at the end of each day.
- 26. The parents, whānau or caregivers will sign the *Record of Medication Administered form* to acknowledge that they have sighted the details of the medication being administered. The Transport team will be required to take a photo of the signed form and send this through to the Communications Hub Coordinator.
- 27. Parents/guardians, shall record the child's name, medical information – instructions, dosage, expiry date, time and date of medication on either the *Etu Ao Daily Medication Authorisation form* or *Etu Ao Ongoing Medication Authorisation Form*. TONI educators record each time medication is administered on the *Etu Ao Record of Medication Administered for Individual child who travels in a Whānau Manaaki van form*.

28. It is important that before administering Category (ii) or (iii) medication the TONI Educator checks that it has been prescribed for the child who will receive it and that the dosage matches the prescribed amount.
29. Each of the transport vans will have a cooler bag for medication to be safely stored in until the child reaches their destination.
30. Drivers and Drivers Assistants will not administer medication to any child unless required in a life-threatening situation.
31. When category (iii) medication administration is via apparatus with which the TONI Educators are unfamiliar (e.g. Ventolin inhaler), or in instances where the TONI Educators feel they need assistance to develop skills or confidence to administer medication, support and practical advice shall be sought from their Visiting Teacher.
32. When further support and/or advice are given to TONI Educators, this shall be documented as part of the *Child Health Plan Allergic Reaction and Serious Condition Plan* for the child.
33. When the TONI Educators feel they cannot adequately provide the appropriate medical treatment requested by parents, the child shall attend only in the company of a parent, whānau or caregiver nominated to provide the administration of medication.
34. TONI Educators shall contact their Visiting Teacher for further advice when issues of attendance of children with specific medical needs and/or the administration of medication to children is of concern.

### **Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)**

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for Early Childhood Centres & Care Services 2008
- Licensing Criteria for Home-based Education & Care Services 2008

### **Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)**

1. Enrolment Form
2. Daily Medication Authorisation and Training Form Category (ii) Medicines
3. Etu Ao Daily Medication Authorisation form
4. Ongoing Treatment Medication Authorisation and Training Form Category (iii) Medicines
5. Etu Ao Ongoing Medication Authorisation Form
6. Individual Child Record of Medication Administered Form
7. Child Health Plan - Allergic Reaction/Serious Condition
8. Allergy and Serious Condition Information Form
9. Kindergarten - Record of Medication Administered for Individual child who travels in a Whānau Manaaki van form
10. Etu Ao - Record of Medication Administered for Individual child who travels in a Whānau Manaaki van form
11. Child Asthma Plans (English, Māori, Samoan and Tongan) - Flyers
12. Eczema Action Plan - Flyer

### **Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)**

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the Policy Working Group and will need to be approved by the Senior Leadership Team. The policy will continue on the same review cycle.