



Melrose Rural Care

## Medication Policy

At the MELC, we are committed to the care of children's health and the protection of staff. The following guidelines have been established for the administration of medication.

Medication will not be administered in any circumstances unless the following procedures are undertaken:

- A Management Plan developed and signed by the treating doctor.
- Parent or guardian approval via the signed proforma.

### **Over riding Principles**

- Wherever possible, **medication should be administered by a parent**. If impossible the first dosage of medication at preschool must be administered by the parent or administered by the approved DECS employee under the supervision of the parent/guardian.
- It's **the parent's responsibility** to advise the preschool staff of any change to the child's dosage/medication via a doctor's letter or management plan signed by the treating doctor.
- All medication must be in the correct named and labelled container
- It is the right of staff to refuse to administer any medication-
  - A) If they have not received the necessary training or
  - B) If they feel uncomfortable doing so.
- All medication will be kept in the Kitchen with First Aid kit.

Signed :.....  
Director

...../08

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Sourced DECS Rural Care Handbook