Partnerships with families  
21 to 25 August 2023

Dear Families,

As a part of the continuous improvement required by the National Quality Standard, this week we are:

* reviewing our supervision practices and the measures we take to ensure each child is always safe and protected from potential hazards. Please let us know if you have any concerns in this area
* reviewing our Administration of Authorised MedicationPolicy. A summary follows:

**Administration of Authorised Medication Policy**

* Medication must be handed to educators and not left in a child’s bag
* Medication will only be administered if it is authorised by a parent or a person the parent has authorised on the enrolment form except:
  + in an anaphylaxis or asthma emergency, medication may be administered without authorisation.
  + in other emergencies we may obtain verbal authorisation from parents, or emergency services if parents can’t be contacted.

In both these cases parents will be advised as soon as possible

* If authorised (unless asthma or anaphylaxis emergency), medication will only be administered if it’s in the original container, has an original legible label, hasn’t expired, and is administered in line with any instructions on the label or from the doctor.
* A Medication Record will always be completed when medication is administered containing the authorisation, the time and date the medication is/was administered, the dosage, the name and signature of the person administering the medication and of the person who checked the dosage and child’s identity.

There is a copy of the Policy near the sign in/out sheet. Please take a moment to read it. We value any feedback you may have.

Nominated Supervisor