

## Administration of Medication Policy

### Policy statement

The Centre maintains close and regular communication with parents and takes an informed and responsible team approach to administering medication to children, and documenting that process. In addition the Centre has clear guidelines for managing medical conditions such as asthma, diabetes, anaphylaxis and other specific health care needs.

The Centre is unable to accommodate children who require a care regime or medical procedures that educators are not trained to deliver.

Links Education and Care Centres National Regulations 2011, National Quality Standard 2018

---

#### REG

85	The incident, injury, trauma and illness policies and procedures of an education and care service required under regulation 168 must include procedures to be followed by nominated supervisors and staff members of, and volunteers at, the service in the event that a child-
	A) Is injured
	B) Becomes ill; or
	C) Suffers a trauma
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
95	Procedure for administration of medication
96	Self-administration of medication
160	Child enrolment records to be kept by approved provider and family day care educator
168	Education and care service must have policies and procedures
177	Prescribed enrolment and other documents to be kept by approved provider
<b>NQS 2</b>	Children's Health and Safety

---

### Procedures

- Parents complete an *Enrolment Form* prior to their child commencing at the Service. The Form requires parents to provide details of their child's known medical conditions or specific health care needs (e.g. asthma, diabetes, anaphylaxis). Where a child has a known medical condition or requires specific health care, the parent must provide the Centre with a copy of the Medical Management Plan which has been completed in consultation with the family doctor before the child may commence at the Centre.
  - Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the Centre without that medication. Refer to the Centre's *Medical Conditions Policy*.
-

- The Nominated Supervisor informs all staff and volunteers of the Medical Management Plan for any child in the Centre, and the whereabouts of that Plan. At that time, the Nominated Supervisor clarifies the nature of the medical condition and how it is to be managed. With parental consent, copies of each child's Medical Management Plan which includes a photograph of the child are displayed in strategic locations throughout the Centre. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families.
- If a child requires long-term and regular medication, the parent must complete the [Authority to Administer Medication Form \(Long-Term\)](#).
- Because of the increasing number of children at risk of anaphylaxis, the Service is a 'Nut-Free and egg free Zone' (i.e. no nuts or eggs or foods containing nuts, eggs or nut derivatives can be brought into or used in the service).
- Children are encouraged not to share food.
- All cooking activities – handling, preparation, consumption of food – take into account children's individual needs and known allergies.
- Families of children with medical conditions or specific health care needs are provided with a copy of the Dealing with medical conditions policy.
- Medication is only administered if it has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date.
- Before any medication – other than those listed in Medical Management Plans – is administered, the parent or person named in the enrolment form as authorised to consent to administration of medication must complete the Centre's [Authority to Administer Medication Form \(Short-Term\)](#). The details on the Form must be the same as those on the label on the medication, and the person completing the Form must print and sign their name on the Form. Details to be provided on the Form include:
  - child's name
  - name of the medication to be administered;
  - time and date the medication was last administered
  - time and date, or the circumstances under which, the medication should be next administered
  - dosage to be administered
  - manner in which the medication is to be administered.
- Educators administer medication according to the "Five Rights" (i.e. right patient, right time, right medication, right dose, right manner). Before medication is given to a child, an educator, other than the one administering the medication, verifies the accuracy of each of these Five Rights. After giving the medication, the educator who administered the medication enters the following details on the Authorisation to Administer Medication Form – date, time, medication administered, dosage, the manner in which the medication was administered, name of the educator who administered it and the name of the educator who verified. The Form is then signed by both educators.
- Whenever medication is administered, educators continuously monitor the well-being of the child concerned.
- Educators wash their hands immediately before and after administering medications, and wear gloves when applying creams.
- Parents are to hand medications directly to an educator. Medication of any kind is never to be left in a child's lunchbox or bag.
- Medication is stored securely away from children, in a location accessible to educators but inaccessible to children and according to the instructions on the label. Medication that does not require refrigeration

is stored in a locked cupboard inaccessible to children. Medication that needs refrigeration is stored in the refrigerator in a locked container. Asthma medication and Epipens are stored in individual containers labelled with a photo of the child, their name and with the action plan.

- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. When medication has been administered, the Nominated Supervisor ensures that the child's parent(s), and emergency services, are notified as soon as practicable. If the child is under a Medical Management Plan, the parent will also be advised to consult their doctor with a view to updating that Plan.
- The Centre's rosters ensure sufficient educators with current first-aid and CPR qualifications and trained in asthma and anaphylaxis management are at the Centre at all times children are in care. Refer to the *Centre's Incident, Injury, Trauma and Illness Policy*.
- Educators are not asked to provide special care or medical procedures for which they are not trained.
- If a child develops a temperature of 38 degrees Celsius or above while at the Centre, the Parent/Authorised Emergency Contact is contacted for permission to administer paracetamol. A second educator confirms that verbal permission has been obtained by the caller. If paracetamol is administered, the child is to be collected within the hour. The Parent/Authorised Emergency Contact is to sign the [Incident, Injury, Trauma and Illness Record](#) and [Authority to Administer Medication Form \(Short-Term\)](#) when the child is collected.
- An over-the-counter, naturopathic or herbal preparation requires a letter from a registered medical practitioner before it can be administered.
- The Centre at this time has no children who administer their own medication. However, should a specific need arise, the Centre is prepared to review its practices to meet that need.

## Comments:

**Date created: February 2014**

**Date last reviewed: February 2021**