

POLICY: MEDICATION



QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

AIM

In supporting the health and wellbeing of children the use of medications may be required by children at the Pre-School service. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health for the child and for the child's safety and wellbeing.

GOALS

Families requesting the administration of medication will be required to follow the guidelines developed by the education and care service to ensure the safety of children and educators. The Pre-School service will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

STRATEGIES

The Nominated Supervisor will:

- Ensure that a medication record is developed for each child requiring medication at the education and care service. The medication record must detail the name of the child and have authorisation to administer medication signed by the parent/ or person named on the enrolment form as authorised to consent to the administration of medication.

Ensure that medication is not administered to a child being educated and cared for by the service unless

- The administration is authorised;
- Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner;
- From the original container;
- Has the original label clearly showing the name of the child;
- It is before the expiry/use by date;

⇒ [Links to Education and Care Services National Regulations 2011: 90. 92-92, 160, 177,181 -184](#)

⇒ [Links to National Quality Standards/Elements: 2.1, 2.1.1, 2.14, 2.3.3, 2.3.4, 7.3.1](#)

- Ensure that written and verbal notification is given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners;
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical;
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child;
- Take reasonable steps to ensure that medication records are maintained accurately;
- Keep medication forms in a secure and confidential manner in a folder located in the office. Ensure the records are archived for the regulatory prescribed length of time as stated in the *Education and Care Services National Regulations 2011*;
- Ensure that educators receive information about the medical and medication policies during their induction;
- Request written consent from families on the enrolment form to administer the *Emergency Asthma Kit* if required. Families will be reminded that every attempt will be made by the Pre-School service to contact them for verbal permission to administer asthma medications. Refer to *Medical Conditions Policy* for further details; and
- Inform families of the education and care service's medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Educators will with the support from the Nominated

Supervisor:

- **NOT administer** any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted;
- Ensure that medications are stored in the refrigerator in the staff room. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept inaccessible to children;
- Ensure that two educators administer medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible to check the Medication Form, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the Medication Form. Medications

will be returned to the locked medication container after use or the refrigerator in the staff room;

- Follow hand washing procedures before and after administering medication;
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the *Public Health Unit* before administering medication;
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label;
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English; and
- Ensure that the *Incident, Injury, Trauma and Illness Record* documents any medication given. (Refer to policy.)

Families will:

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use;
- Complete a medication record form and a first aid/risk management plan as applicable for children requiring medication while they are at the education and care service. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change;
- Be requested to sign consent to use creams and lotions (list of items in the first aid kit provided at enrolment) should first aid treatment be required;
- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child who the medication has been prescribed for. Expired medications will not be administered;
- Keep children away from the care and education setting while **any symptoms of an illness remain and for 24 hours from commencing antibiotics** to ensure they have no side effects to the medication;
- **NOT** leave any medication in children's bags;
- Give any medication for their children to an educator who will provide the family with a *Medication Form*. The family will complete the Medication Form and the educator will sign to acknowledge the receipt of the medication. No medications will be administered without written consent from the parent or authorised person; and
- Provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication. (See guidelines regarding

paracetamol below).

Guidelines for administration of paracetamol

Families are advised that the **Yass Montessori Pre-School does not keep paracetamol or ibuprofen on the premises** and families must provide their own paracetamol or ibuprofen for use as directed by a medical practitioner.

To safeguard against the over use of paracetamol or ibuprofen and minimise the risk of masking the underlying reasons for high temperatures, educators will only administer paracetamol or ibuprofen if it is provided by the family and is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.

If a child presents with a fever at the education and care service, the family will be notified immediately and asked to organise collection of the child as soon as possible.

The family will be encouraged to visit a doctor to find the cause of the temperature.

While waiting for the child to be collected, educators will implement the following procedures to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Provide a cool, damp cloth for the child's forehead
- Monitor the child for any additional symptoms
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well

Medications kept at the education care and service:

Any medication, cream or lotion kept on the education and care premises will be checked every three months for expiry dates in conjunction with the *First Aid Checklist*.

A list of first aid kit contents close to expiry or running low will be given to the Administrator who will arrange for the purchase of replacement supplies.

If a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required.

NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE

EVALUATION

The administration of medications is practiced in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensuring children receiving

medications remain safe and gain appropriate care to meet their health needs.

Statutory Legislation & Considerations:

- ◇ The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- ◇ Children (Education and Care Services National Law Application) Act 2010
- ◇ Education and Care Services National Regulations 2011
- ◇ Guide to the National Quality Standard (3) ACECQA (2011)

Links to other policies/documents:

- ◇ Medical Conditions
- ◇ Child Protection
- ◇ Enrolment
- ◇ Medication Authority Form
- ◇ Action Plan for Allergic Reactions
- ◇ Action Plan for Anaphylaxis
- ◇ Anaphylaxis Risk Minimisation Plan
- ◇ Record Keeping
- ◇ Confidentiality

Sources:

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- Staying Healthy in Child Care – Fourth Edition
- NSW Department of Health – www.health.nsw.gov.au
- National Health and Medical Research Council – www.nhmrc.gov.au

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MEDICATION AUTHORITY FORM



Date: _____

I _____ (Parent/Guardian) authorise staff at Yass Montessori Pre-School to administer the following medication to my child _____

I understand the potential risks and side effects of this medication for my child.

Child's Name: _____
Medication: _____
Dosage of each administration: _____
Times of day to be administered: _____
Special instructions: _____
Expiry Date of Medication: _____

Has this child been given this or any other medication, including prescribed, pharmacy bought or alternative or complementary medicine in the previous 24 hours?

Date and time of last dose: _____

Brief health summary or reason for medication and side effects to monitor for:

Doctor's Name: _____

Parent/Guardian
Name: _____

Parent/Guardian
Signature: _____

Staff Name: _____

Staff Signature: _____

RECORD OF ADMINISTRATION OF MEDICATION

Date and time	Child's Name	Medication	Dose Given	Manner in which medication administered	Name and signature of person administering medication	Name and signature of person checking medication	Signature of Parent / Guardian

Medication can only be given to a child if the medication is in its original packaging. In the case of prescription medication, this can only be administered to the child for whom it has been prescribed, from a container bearing a pharmacy label showing the child's name and a current use by date, and in accordance with the doctor's instructions.

For any **long term medication**, ie asthma or anaphylaxis, the parent or guardian must provide a plan from their doctor which outlines the health condition being treated, the purpose of the medication, instructions on its administration, side effects to monitor for, and an **emergency or first aid care plan** if relevant, and a date to review medication (12 monthly).

For other **long term medication** ie eczema creams, the parent or guardian must provide a letter from their doctor outlining dosage application and frequency.