



Medication, Administration of

Relevant Legislation

Children (Education and Care Services National Law Application) ACT 2010
Education and Care Services National Regulation 2011: 90–93, 94-96, 160-162, 168, 177-178, 181-184
National Quality Standard for Early Childhood Education and Care: Standard / Element: 2.1, 2.1.2, 2.2.2, 7.1.2

Aim / Rationale

In supporting the health and wellbeing of children the use of medications may be required by children at the Pre-School. 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.

Policy Goals

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

Strategies: What will we do?

The Nominated Supervisor will:

Ensure that a medication record is developed for each child requiring medication at the Pre-School. 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 attached to the medication by a 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
- ✧ 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
- ✧ Inform families of the education and care service's Administration of Medication and Medical Conditions 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.
- ✧ Ensure that the Incident, Injury, Trauma and Illness Record documents any medication given. (Refer to policy.)
- ✧ A medication record must be completed with the following information:
 - The name of the child
 - The authorisation to administer medication, signed by a parent / guardian or a person named in the child's enrolment record as authorised to consent to administration of medication
 - The name of the medication to be administered
 - The time and date the medication was last administered
 - The time and date or the circumstances under which the medication should be next administered
 - The dosage of the medication to be administered
 - The way the medication is to be administered
 - If the medication is administered to the child:
 - The dosage that was administered
 - The way the medication was administered
 - The time and date the medication was administered
 - The name and signature of the person who administered the medication
 - The name and signature of the person who checked the dosage

Families will sign the medication record at the end of the day.

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 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 Pre-School 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.
- ✧ 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
- ✧ Always maintain supervision of the unwell child, 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.

Sources

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

Links to other Policies

Enrolment

Child Protection

Medical Conditions

Confidentiality

Procedures and Forms

Enrolment Form

Medication Form

Asthma Minimisation Risk Plan

Asthma Action Plan

Accident / Injury / Acute Illness Report Form

Anaphylaxis Minimisation Risk Plan

Anaphylaxis Action Plan

Allergic Reaction Minimisation Risk Plan

Allergic Reaction Acton Plan

First Aid Checklist

Policy Reviewed

Modifications

Next Review Date

2011

Developed

2013

October 2013

Reviewed

October 2015

November 2015

Reviewed

October 2017

October 2018

Updated to meet the National Quality Standards

October 2020