



Conyngham Street
**Community
Children's Centre**
LEARNING TOGETHER, EVERY DAY.

Policy 15

Administration of Medication

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

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis or asthma emergency
95	Procedure for administration of medication

PURPOSE

To ensure all educators of the Service can safely administer children's required medication with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the Service.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service.

IMPLEMENTATION

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

Management will ensure:

- The Administration of the Authorised Medication Record is completed for each child.
- A separate form must be completed for each medication if more than one is required.
- Medication is only administered by the Service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication.
- Medication is provided by the child's parents including the following guidelines:
 - The administration is authorised by a parent or guardian
 - Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
 - Medication is from the original container, with prescription pharmacy label
 - Medication has the original label clearly showing the name of the child
 - Medication is before the expiry/use by date.
 - Any instructions attached to the medication or related to the use of the medication
- Any person delivering a child to the Service must not leave medications in the child's bag or locker.
- Medication is given directly to an educator for appropriate storage upon arrival.
- Written and verbal notifications are 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.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child and emergency services are **notified as soon as practicable**.
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- Enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Reasonable steps are taken to ensure that medication records are maintained accurately.
- Medication forms are kept in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.

- Children’s privacy is maintained, working in conjunction with the Australian Privacy Principles (APP)
- Educators receive information about the medical and medication policies during their induction.
- Families will be reminded that every attempt to contact them for verbal permission will be made by the Service prior to administering asthma medications.
- Families are informed of the Service’s medical and medication policies
- Safe practices are adhered to for the wellbeing of both the child and educators.

A Nominated Supervisor/ Responsible Person /Educators will:

- 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 a labelled container, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled medication container kept inaccessible to children.
- Ensure that two educators administer and witness 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 for:
 - Checking the Medication Form,
 - Checking the prescription label and the amount of medication being administered
 - Checking the use-by date
 - Signing and dating the medication form
 - Returning the medication back into the medication container.
- Follow hand-washing procedures before and after administering medication.
- Discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child
- Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required
- Ensure that the instructions on the Medication Form are consistent with the doctor’s instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed correctly

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 for child requiring medication whilst they are at the Service.
- Assist Educators to complete long-term medication records in accordance with the medical practitioner completing and signing the plan.
- Update long term medication records annually or as the child’s medication needs change.
- Be required to keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Keep children away from the Service while any symptoms of an illness remain.
- Keep children away from the Service for 24 hours after commencing antibiotics or any other 1st time medication 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 Record
- Complete the Medication Record and the educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent or authorised person.

Guidelines for administration of Paracetamol

Paracetamol will not be administered to a child without a prescription for a medical condition or a Medication Plan. Families must provide their own Paracetamol for use **as directed by a medical practitioner**. Paracetamol will not be administered to reduce a child's fever while at the service.

A fever (high temperature) is defined as 38 degrees Celsius or above

- To safeguard against the disproportionate use of Paracetamol, and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a Doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.
- Prescribed Paracetamol will only be administered for up to 1 week. After this time the centre requires written confirmation from the child's Doctor that their condition has been re-evaluated.
- If a child presents with a temperature of 38 degrees Celsius or above (as defined by the thermometer being used under the armpit) whilst at the Service, the family will be notified immediately and asked to organise collection of the child as soon as possible and **within 1 hour**.
- Children sent home with a fever are not permitted to return to the service the next day and at least 24 hours after they no longer have the fever.
- 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
 - 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 and back of the neck
 - Monitor the child for any additional symptoms
 - Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

Medications kept at the service

- Any medication, cream or lotion kept on the premises will be checked regularly for expiry dates.
- A list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor 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.
- MEDICATION WILL NOT BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE.
- Families may provide nappy rash cream for their child provided that the cream is in its original container and clearly labelled with the child's name.

Emergency Administration of Medication

- In the occurrence of an emergency and where the administration of medication must occur, the Service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child is unreachable, the Service will endeavor to obtain verbal authorisation from an emergency contact of the child named in the child's Enrolment Form, who is authorised to approve the administration of medication.
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication will be administered to a child without authorisation, following the correct action plan that has been provided.
- The Service will contact the following as soon as practicably possible -
 - Emergency Services
 - A parent of the child
 - The regulatory authority within 24 hours
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

Source

- Australian Children's Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Staying Healthy in Child Care – 5th Edition
- National Health and Medical Research Council - www.nhmrc.gov.au
- Revised National Quality Standard

Review

Policy Reviewed	Modifications	Next Review Date
May 2018	Minor terminology and grammatical adjustments made to further support understanding and implementation	May 2019