

MEDICATION POLICY

Quality Area 2 – Children's Health and Safety

OBJECTIVE

For the Service to facilitate effective care and health management of children who are taking medication.

PROCEDURES

Medicine will only be administered to a child being educated and cared for by the service with parental/guardian authorisation.

Educators will check a child's enrolment form to ensure person(s) completing a medication record have authorisation.

Medicine will only be administered to a child being educated and cared for by the service in accordance with this Medication Policy.

Medication Record

A medication record must be completed by the family or person(s) authorised by the family on each occasion a child requires medication.

Educators will record **medication required** on the comments section of the child's sign-in-out record to alert the child's primary Educators that a child requires medication.

Medication Record to include;

- the name of the child
- the authorization to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent 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 next be administered.
- the dosage of the medication to be administered.

If the medication has been administered to the child, Educator's of the Service will record on the Medical Record;

- The dosage that was administered, and
- The manner in which the medication was administered, and
- The time and date the medication was administered, and,
- The name and signature of the person who administered the medication, and
- If another person is required under the Regulations to check the dosage and administration, the name and signature of that person.



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Educators must complete the medication form on the same day that the medication was administered.

Educator's will provide families with written confirmation that the child was administered the medication on the same day, by recording **Medication Provided** in the comments section of the child's sign-in-out Record.

Educators and families will access a Medication Record for individual children in the Health and Safety Folder located in each Play Room.

Incomplete Medication Records

If a medication form is incomplete or has not been signed by a parent/guardian then that form is considered to be invalid and the medication will not be administered. Staff will endeavor to contact the parents to obtain permission to administer the medicine.

Staff must adhere to the following procedures-

- Phone call must be witnessed by another staff member, including name of child, medication and dosage.
- Follow the manufacturer's dosage instructions.
- Staff will complete the Medication Record on behalf of the parent/guardian.
- The name of both staff who witnessed the phone call must be recorded on the Medication Record.
- Parent to sign Medication Record upon collecting the child.
- If the family is not contactable then the medicine will not be administered.

Exception to authorization requirement – anaphylaxis and asthma emergency

Medication may be administered to a child without an authorization in case of an anaphylaxis or asthma emergency.

In the event of any emergency situation medication may be administered with verbal approval from the child's parent/guardian a registered medical practitioner or an emergency service.

When medication is administered to a child in an emergency Educator's must ensure that the following are notified as soon as practicable;

- The parent of the child
- Emergency services

When medication is administered in an emergency without an authorization Educator's must complete an Illness Record in accordance with the Services Incident, injury, trauma and illness Policy.

Storage of Medication

On arrival the parent/guardian must place their child's medication in either the labelled child proof Medication cupboard in the kitchen or in the child proof Medication container in the fridge. Medication is not to be left in a child's bag.

Families are required to collect medication on departure from the Centre.

Procedure for Administration of Medication

Prescription medication must be supplied in its original container clearly identified with the original label stating the child's name to whom the medication is to be administered, dosage and expiry date. Medication will only be administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

Prescription medication will only be administered every 4 or 6 hours, unless otherwise stated on the prescription medication label.

Non prescription medication and over-the-counter medication will only be administered when the Service is provided with a medication care plan for the child provided by the child's treating health professional. This is to ensure the medication is being provided for a known cause with clear instructions, including the medication to be provided, dosage and length of time.

Educator's responsible for Administering Medication

Educators are responsible for complying with all aspects of this Policy.

Educators are responsible for ensuring all authorised medication is administered.

Educators must ensure children on self-administering medication e.g. Asthma are fully supervised.

Students are unable to administer Medication.

The Nominated Supervisor has the discretion to ask families to supply a Doctor's letter at any time when concerned about administering medication to the same child. For example multiple medications or medications for extended periods of time.

Retention of Medication Records

Ensuring that completed medication records are kept up until the end of 3yrs after the child's last day of attendance.



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Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 24 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

Policy Source:

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

Last Update: August 2017