

Administration of Medication Policy

In supporting the health and wellbeing of children, the use of medications may be required for children at Raleigh St. Any medication must be administered as prescribed by a medical practitioner 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

Related Policies-

Administration of First Aid Policy
 Arrival and Departure Policy
 Control of Infectious Disease Policy
 Child Protection Policy
 Code of Conduct Policy
 Diabetes Management Policy

Enrolment Policy
Epilepsy Policy
Family Communication Policy
Health & Safety Policy
Incident, Illness, Accident and Trauma Policy
Medical Conditions Policy
Privacy and Confidentiality Policy
Respect for Children Policy
Safe Storage of Hazardous Substances Policy
Supervision Policy
Work Health and Safety Policy

Purpose-

To ensure all Educators of Raleigh St 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 Raleigh St.

Scope-

This policy covers the administration of both prescribed and non-prescribed medications. It applies to children, families, staff, Management, CoM and visitors of Raleigh St.

Implementation-

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

The Director will ensure:

- Medical conditions of children attending Raleigh St are reported to CoM to ensure full disclosure
- Medication is only administered by the Educators 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 parents or guardians to make decisions about the administration of medication
- Any child with a known medical condition must have an Action Plan (when relevant) prepared by a doctor, a Risk Minimisation Plan completed by the parents/guardians, permission form to display plans (completed and signed) and a long- term medication form (completed and signed) before they can attend Raleigh St

- Written and verbal notifications are given to a parent/guardian 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 a medical practitioner
- 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 (Department of Education and Training) will be notified within 24 hours of the incident
- Parents/guardians are informed as soon as possible if a child was administered the incorrect medication, incorrect dose or their dose was forgotten or given at the wrong time
- Educators receive information about the medical and medication administration policies during their induction and throughout their time at Raleigh St
- Parents/guardians are informed that non-prescribed medication (including paracetamol and ibuprofen) will only be administered ONCE for ONE day of the child's attendance, after which a medical management plan from a doctor will be required for its continued use
- Medication records are kept and stored securely until the end of 3 years after the last date on which the child was educated by Raleigh St
- Children's privacy is maintained
- Families are informed of Raleigh St's medical and administration of medication policies and of any changes thereafter
- Safe practices are adhered to for the wellbeing of both the child and Educators

Educators will:

- Be familiar with the Administration of Medication policy and will seek clarification from Management in the event of any misperception
- Ensure they are aware of ALL persons who have lawful authority to request and permit the administration of medication to the child
- Not administer any medication without the authorisation of a parent/guardian or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, such as a registered medical practitioner or medical emergency services will be acceptable if the parents/guardians cannot be contacted

- Ensure written consent is given as soon as is practicable following verbal permission to administer medication from a parent/guardian
- Make sure any person delivering a child to the Service does not leave medications in the child's bag or locker. Medication is received for appropriate storage that is inaccessible to children upon arrival
- Medication is from the original container
- Medication is before the expiry/use by date
- Ensure that two educators always administer and witness the administration of medication

Both educators are responsible for:

- Giving the right child the correct dose
- Certifying the instructions on the Medication Form/Action Plan are consistent with the doctor's/pharmacy instructions and the prescription label on the medication
- Checking the use-by date
- Ensure that the Medication Form is completed correctly
- Making sure the parent/guardian signs the form
- 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
- Ensure that parents/guardians take all medication/s home at the end of each day

Volunteers and students are NOT to administer any medication to any child

Families will:

- Notify Educators, both via enrolment forms and verbally when children are taking any medication or suffer from any medical condition. This includes short and long-term medication
- Ensure that the child's enrolment details are ALWAYS up to date
- Provide a current Action Plan (when relevant) prepared by a doctor before they attend Raleigh St
- **Make sure the child always has the correct medication at the Centre. Children without their medication cannot attend Raleigh St**
- Update long term medication forms as changes occur
- Inform the Educators when medication has been administered at home on the day of attendance and record this information on the relevant form
- Give any medication for your child/ren to an Educator at the start of the day

- NOT leave any medication in child's bag
- Correctly complete and SIGN the medication form when arriving at Raleigh St and an Educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent/guardian or authorised person unless in an unforeseen emergency
- Be required to keep prescribed medications in original containers with the doctor's instructions on the prescription 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
- **Over the counter medications are kept in the original container with a pharmacy label which must include the child's name, dose to be administered and expiry date**
- Clearly label off-the shelf lotions, sunscreens and zinc creams with the child's name
- **Keep children away from Raleigh St while any symptoms of an illness remain and provide a written clearance letter from a GP upon returning to care**
- Parents/guardians are informed that pain relief medication will only be administered ONCE for ONE day of the child's attendance, after which a medical management plan from a doctor will be required for its continued use
- Understand that any authorised, but unexpected medication administered in a situation where the child has a fever or is in discomfort or pain will only be given to manage the pain or discomfort whilst awaiting pick up from Raleigh St. It is not to enable a sick child to remain at the Service

Guidelines for administration of Paracetamol and Ibuprofen-

- Families must provide their own Paracetamol/Ibuprofen including a dropper or applicator for use as directed by a medical practitioner
- To safeguard against the disproportionate use of Paracetamol/Ibuprofen 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 (e.g. teething)
- If a child presents with a temperature of 38.5 or higher whilst at Raleigh St, 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
 - Remove excess clothing to cool the child down
 - Offer fluids

- Encourage the child to rest
- Provide a cool, damp cloth for the child's forehead and nape
- Monitor the child for any additional symptoms
- Only in exceptional circumstances and after verbal consent from a parent/guardian or nominee, where the child has a fever of 38.5C or more and is in obvious discomfort or pain, will Educators administer the Service's Paracetamol/Ibuprofen whilst awaiting pick up
- Educators will **NOT** administer Paracetamol/Ibuprofen to a child under the age of six months unless prescribed by a doctor
- Educators will not administer Paracetamol/Ibuprofen for fevers under 38.5C, gastroenteritis or as a sedative

Medications kept at Raleigh St-

- Any medication, cream or lotion kept on the premises will be checked half yearly 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 Occupational Health and Safety Officer 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 has passed the product expiry date

Emergency Administration of Medication-

- In the occurrence of an emergency and where the administration of medication must occur, Raleigh St will attempt to receive verbal authorisation by a parent/guardian 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, Raleigh St will endeavour 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, Raleigh St will 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/guardian 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
- Raleigh St will contact the following as soon as practicable -
 - Emergency Services
 - A parent/guardian 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 suitably experienced and trained Educators

Sources-

- 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 - Fourth Edition 4
- National Health and Medical Research Council - www.nhmrc.gov.au
- Revised National Quality Standard

Review-

Date reviewed-	Modifications-	CoM endorsement date-	Next review date-
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