

### Medication

#### Purpose

Administering medication to children at the request of their parents is a task that requires attention to detail, meticulous record keeping, team work, strict adherence to policy and procedure and communication with children and families. The administration of medication is considered a high risk practice and as such carries obligations for both staff and parents/guardians. **All medications, regardless whether they can be obtained over-the-counter or at supermarkets are dangerous substances and need to be treated and handled accordingly.**

Medication (including prescription, over-the-counter and homeopathic medications) will not be administered to a child without authorisation by a parent or person with the authority to consent to administration of medical attention to the child.

In the case of an emergency, educators will seek verbal consent from a parent/guardian, or in the event they are not contactable, a registered medical practitioner or medical emergency services if the child's parent cannot be contacted is acceptable. Educators will follow all instructions issued by the registered medical practitioner or medical emergency services personnel.

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation in accordance with the Asthma Foundation Guidelines.

In this circumstance, the child's parent and emergency services will be contacted as soon as possible and relevant documentation completed.

Medication will be handed to an educator on arrival and will be stored out of children's reach and at the recommended temperature.

#### Prescribed Medications

Children may only be given prescribed medication at the service if:

- They are prescribed by a medical practitioner and are in the original container labelled by the pharmacy with the child's name
- Parents/guardians complete and sign the Medication Book each day, specifying the dose to be given and the time.

**The service will not administer the first dose of any prescribed medication**

#### Over-the-Counter Medications Policy

- Children may be given any medication that is not prescribed by a medical practitioner, i.e., any medication or cream/lotion that has a dosage limit listed on the container.
- The medication must be written in the book as per the prescribed medication policy above.
- Over-the-counter medications that are not age appropriate must be accompanied by a medical practitioner's letter, which details the length of time the medication is to be given and the dosage.

- Over-the-Counter medications will only be given for TWO DAYS consecutively in any one week without a medical practitioner's note stating the child's name, medication, dose and time to be given.
- The limit to the administering of over-the-counter medications has been designed to avoid the responsibility of the inappropriate use of medication with young children.
- Educators should inform the Nominated Supervisors of all over-the-counter medications brought into the Centre.

## Self-administration by a child over preschool age

Services who provide education and care to a child over preschool age (as defined in the Education and Care Services National Regulations 2011) may allow a child over preschool age to self-administer medication. The Approved Provider must consider their duty of care when determining under what circumstances such permission would be granted.

- Where a child over preschool age can self-administer medication/medical procedures, written permission must be provided by the child's parent/guardian.
- Parents/guardians will provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner(s).
- The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications.

## Procedure

The Nominated Supervisor/Educators in day to day charge will:

- Inform families of the policy and procedures and provide guidance in completing forms and records
- Discuss with families the individual procedures for administering medication, including self-administration by a child over pre-school age
- Ensure that information relating to an individual child is not revealed or communicated, directly or indirectly, other than when necessary for medical treatment
- Maintain and store medication records safely and securely for three years after the child's last attendance

Parents/guardians will:

- Authorise medication administration and hand medication directly to an educator
- Complete all necessary documentation required under the Education and Care Service law and regulations
- Discuss individual procedures for administering medication, including self-administration by a child over pre-school age with the Nominated Supervisor
- Notify the service of any special medical treatment or consideration required for their child, and where necessary, in consultation with educators, develop appropriate medical management, medication attachment and risk minimisation plans

In conjunction with parents/guardians, the educators will:

- develop a medical management plan that clearly outlines the actions to be followed in the event of an incident relating to the child's specific health care needs
- develop a risk minimisation plan that clearly identifies risks relating to the child's specific health care need, allergy or medical condition included
- ensure practices and procedures in relation to the safe handling, preparation, consumption of food are developed and implemented
- ensure practices and procedures to ensure that parents are notified of any known allergens that pose a risk to the child and strategies for minimising the risks are developed and implemented and where relevant

- ensuring that all educators and volunteers can identify the child's medical management plan and the location of this plan is clearly visible and accessible to all staff at all times
- ensure that the child does not attend without their prescribed medication

Medication will only be administered:

- From its original container (whether prescribed or non-prescribed) before the expiry or use-by date
- In accordance with any instructions attached to the medication or provided by a registered medical practitioner.
- For prescribed medications, from a container that bears the original label with the name of the child to whom it is prescribed.

The medication record will include:

- The name of the child
- The authorisation to administer medication (including, if applicable, self-administration), signed by a parent 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 manner in which the medication is to be administered;
- If the medication is administered to the child—
  - The dosage that was administered
  - The manner in which 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 identity of the child, dosage and the administration
- A child who self-administers medication will complete the self-administration medication record
- A Medication Attachment (Attachment 1: Medication Form) to a child's medical management plan will authorise emergency/in response to symptoms and/or regular/ongoing administration or self-administration of medication
- The medication record will be completed whenever medication is administered in an emergency or in response to symptoms; parent/guardian will be informed according to the medication attachment and will sign the authorisation when collecting the child

The parent/guardian will complete the medication record for each day and time that regular/ongoing medication is to be administered

### Administration procedure

Prior to administration of any medications, staff will wash their hands thoroughly. Staff will not touch the medication (tablet) as medication can be absorbed through the skin. In addition, touching medication contaminates the surface and may alter the effect of the medication.

The Educator administering the medication will check with another educator the following prior to administering medication: (cross-checking using the medication sheet and checking the label on the medication)

1. The right medication
2. The right child
3. The right time

4. The right dose
5. The right route
6. The right date (within expiry date)

Educators need to remember that the child has the right to refuse.

Policy Created Date	July 2014, Reviewed July 2016
Policy Review Date	September 2018
Sources and Further Reading	<p>National Prescribing Service <a href="http://www.nps.org.au">www.nps.org.au</a>, Therapeutic Goods Administration 2007. Scheduling of medicines and poisons:  National Drugs and Poisons Schedule Committee <a href="http://www.tga.gov.au">www.tga.gov.au</a> Education and Care Services National Regulations 2011 Regs 93-96  Health and Safety in Children's Centres-Model policies and practices 2<sup>nd</sup> edition,  Staying Healthy in Childcare: Preventing Infectious Disease in Child Care  Education and Care Services National Regulations 2011.Regs 90-96  Guide to the Education and Care Services National Law and Education and Care Services National Regulations 2011  <a href="#">Guide to the National Quality Standard</a>  <a href="http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/">http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/</a>  National Health and Medical Research Council (NHMRC), Staying Healthy in Child Care, 4th edition;  <a href="http://www.nhmrc.gov.au/guidelines/publications/ch43">http://www.nhmrc.gov.au/guidelines/publications/ch43</a> Email; <a href="mailto:health@nationalmailing.com.au">health@nationalmailing.com.au</a> or telephone 02 6269 1080.</p>
Related to NQS Q.A	2.1.1, 2.1.4, 4.1, 5.2.3, 6.1

## Attachments

Attachment 1: 2.10.1 Medication record

Attachment 2: 2.10.2