

Medication Procedure

This procedure is to be read in conjunction with the Medication Policy.

Procedure

Administration of medications

Two educators are responsible for the administration of any medication. At least one of these persons must hold a current approved first aid qualification and must be a permanent staff member (or in their absence the nominated Person in Day to Day Charge).

Both persons will check the details (including dosage and the identity of the child who is to be given the medication) and witness the preparation of the medication and one will witness its administration, while the other person will administer the medication (Regulation 95(c)).

Before administering any medication to a child, it is extremely important for staff to check if the child has been previously given the medication by the parent and if the child has any allergies to the medication being administered.

Staff are to:

1. Wash and dry hands thoroughly before administering any medication. If appropriate, gloves are recommended wherever possible.
2. Check the medication record to confirm the date, time, dosage, how this is administered, and the child to whom the medication is to be administered.
3. Check that prescription medication:
 - a. Is in its original container, bearing the original label and instructions
 - b. Is the correct medication, as listed in the medication record?
 - c. Has the child's name on it (if the medication was prescribed by a registered medical practitioner)
 - d. Is the required dosage, as listed in the medication record and this is consistent with the dosage stated on the pharmacy label?

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- e. Has not passed its expiry date.
4. Check that non-prescription medication:
- a. Is in the original container, bearing the original label and instructions
 - b. Is the correct medication, as listed in the medication record?
 - c. Has the child's name on it?
 - d. Is the required dosage, as listed in the medication record and that this is consistent with the manufacturers labelling and dosage recommendations for that child's age?
 - e. Has not passed its expiry date.
5. When administering the medication, ensure that:
- a. The identity of the child is confirmed by two educators and matched to the specific medication
 - b. The correct dosage is given
 - c. The medication is administered in accordance with the instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner
 - d. Both staff members complete and sign the medication record (Regulation 92(3)(h)) and store any remaining medication appropriately, (such as in the refrigerator if required) ensuring that this is inaccessible to children
 - e. The Educator informs the parent/guardian on arrival to collect the child that medication has been administered and ensures that the parent/guardian completes the required details in the medication record
 - f. Educators need to remember that the child has the right to refuse. In the event of medication refusal, the educators will inform their Nominated Supervisor and contact the parent/guardian immediately to inform them that the child has refused the medication.

Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to twelve months). In these cases:

- A Medical Management Plan or Emergency Action Plan completed by the child's doctor should be provided and attached to the child's enrolment form (or on display, where appropriate)
- The Medical Management/Emergency Action plan should define:
 - The name of the medication, dosage, and frequency of administration
 - Conditions under which medication should be administered
 - What actions, if any, should be taken following the administration of the medication.

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When medication is required under these circumstances, Educators/staff should:

- Follow the procedures listed above
- Ensure that the required details are completed in the medication record
- Notify the parents as soon as is practicable.
- Refer to the Medical Conditions Policy for further information.

Medication Labelling

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.

Procedure – Medication Record

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 the administration of medication
- The name of the medication to be administered
- Confirmation that the medication has been previously administered to the child
- 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 child's medical management plan will authorise emergency/in response to symptoms and/or regular/ongoing administration or self-administration of medication (when applicable and only with parental consent)
- The medication record will be completed whenever medication is administered in an emergency or in response to symptoms; parent/guardian will be informed

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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.

Sources

Sources and Further Reading (Table Heading)	<ul style="list-style-type: none"> • Education and Care Services National Law and the Education and Care Services National Regulations 2011 (ACECQA, July 2018) • Guide to the National Quality Framework (ACECQA, Oct 2018) • Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) • National Health and Medical Research Council: nhmrc.gov.au • Anaphylaxis Australia: allergyfacts.org.au/allergy-anaphylaxis/food-allergy • Asthma Australia: www.asthmaaustralia.org.au or phone (03) 9326 7088 or 1800 645 130 (toll free) • Health Direct: www.healthdirect.gov.au • NPS Medicine Wise: www.nps.org.au
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