

# MEDICATION ADMINISTRATION POLICY

Revised March 2021

## PURPOSE

In supporting the health and wellbeing of children, the use of medications may be required by children whilst at preschool. Alstonville Community Preschool ensures that all educators can safely administer children's required medication with the written consent of the child's parent or guardian by following this stringent procedure to promote the health and wellbeing of each child enrolled.

## SCOPE

This policy applies to children, families, staff, management, and visitors of Alstonville Community Preschool.

## IMPLEMENTATION

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

## STRATEGIES

The Approved Provider/ Nominated Supervisor will ensure that:

- the Administration of Medication Record is completed for each child requiring medication at the preschool.
- a separate form must be completed for each medication if more than one is required.
- medication is only administered by the preschool with a written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record, to make decisions about the administration of medication.
- enrolment records for each child clearly 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 records are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's enrolment at the preschool.
- children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP)
- medication provided by the child's parents must adhere to the following guidelines:
  - the administration of any medication is authorised by a parent or guardian;
  - the medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
  - the medication is in the original container;
  - the medication has the original label clearly showing the name of the child;
  - the medication has a current expiry/use by date.
- any person delivering a child to the preschool must not leave any type of medication in the child's bag or locker: Medication must be given directly to an educator for appropriate storage upon arrival.

- educators receive information about medical and medication policies during their induction.
- families are informed of the medical and medication policies of the preschool and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

The 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 written consent on an enrolment form, 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 medication container inaccessible to children. Medications not requiring refrigeration, will be stored in a labelled medication container, inaccessible to children.
- ensure that two educators administer and witness medications at all times. At least 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 and ensuring instructions on the form are consistent with the doctor's instructions and the prescription label.
- checking the prescription label for;
  - the child's name
  - the amount of medication being administered
  - the use-by date.
  - confirming that the correct child is receiving the medication
- signing and dating the medication form
- returning the medication back to the locked medication container.
- discussing any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child; ie seeking further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required.
- ensuring that the Medication Record is completed and stored correctly.
- following hand-washing procedures before and after administering medication.

Families will:

- notify the Nominated Supervisor verbally when children are taking any medications. This includes short and long term medication use.
- complete and sign the Medication Record for their child requiring medication whilst they are at the preschool.
- assist Educators to complete long-term medication plans with reference to the medical practitioner's advice and ensure plans are signed by the medical practitioner.
- update (or verify currency of) long term medication records quarterly or as the child's medication needs change.
- be required to keep prescribed medications in original containers with pharmacy labels. 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 preschool while any symptoms of an illness remain and for 24 hours from commencing antibiotics 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 the Nominated Supervisor or Responsible Person, who will provide the family with a Medication record to complete.
- complete the Medication record and the Nominated Supervisor/responsible person will sign to acknowledge the receipt of the medication.
- provide any herbal/ naturopathic remedies or non-prescription medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name and dosage: Note that the stated procedure for administering medications applies to the administration of non-prescription medications.

## **ADMINISTRATION OF PARACETAMOL**

- Alstonville Community Preschool does not keep Paracetamol on the premises.
- Families must provide their own Paracetamol for use as directed by a medical practitioner.
- To safeguard against the over use of paracetamol, and minimise the risk of masking the underlying 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.
- If a child presents with a temperature or becomes ill whilst at the preschool, 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 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 PRESCHOOL**

- Any medication, cream or lotion kept on the premises will be checked monthly 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 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.
- It is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day, and return it with the child as necessary.
- **MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PASSED THE PRODUCT EXPIRY DATE.**
- Families are required to complete a medication form for lotions to be administered. (Long-term medication form).

## **EMERGENCY ADMINISTRATION OF MEDICATION**

### Emergency Medication Administration

- Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required;
- If medication is administered without authorisation in the event of an Asthma or Anaphylaxis emergency the parents of the child are notified as soon as practicable,
- In the occurrence of an emergency and where the administration of medication must occur, the preschool must attempt to receive verbal authorisation by a parent of the child or emergency contact named in the child's Enrolment Form, who is authorised to consent to the administration of medication.

- If all the child's nominated contacts are non-contactable, the preschool must contact a registered medical practitioner or emergency service on 000.
- 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 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.

## **EMERGENCY INVOLVING ANAPHYLAXIS OR ASTHMA**

- For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the provided action plan for the child concerned.
- The preschool will contact the following (as required) as soon as practicably possible:
  - Emergency Services
  - A parent of the child
  - the regulatory authority within 24 hours (if an ambulance was called).
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

## **EVALUATION**

The administration of medications is practiced in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs.

## Relevant Links to the National Quality Standard (NQS):

NATIONAL QUALITY STANDARD		
	Concept	Descriptor
QA2		Children's health and safety
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need 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, practised and implemented.

## Education and Care Services National Regulations:

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

### Source

- Australian Children's Education & Care Quality Authority. (2014).
- Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).
- Early Childhood Australia Code of Ethics. (2016).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2018).
- Guide to the National Quality Standard. (2017).
- National Health and Medical Research Council. (2012). Staying healthy: Preventing infectious diseases in early childhood education and care services.
- NSW Department of Health: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Revised National Quality Standard. (2018).