
Policy Statement

Our Organisation will aim to ensure that the proper care and attention is provided to all children by following specific guidelines in relation to any medications to be administered to a child. Consideration will be given to children who take an increasing responsibility for their health and well-being, and whose parents have given written permission to self-medicate.

Administration Procedures

Parents and Guardians will:

- ✓ Complete the Medication Form.
- ✓ Indicate on the medication form if the child can self-administer or if the Educator is required to do so.
- ✓ Give all medications directly to the Responsible Person and not left in child's bag.
- ✓ Inform the Educator of any medication/s, name, time and dosage, that has been administered to the child at home.
- ✓ Provide all medications in the original container, with pharmacy label intact that bears the child's name, required dosage, instructions and the expiry or use by date.
- ✓ If dosage required is different to what is on the label, parent/guardian must provide written instructions by a registered medical practitioner.
- ✓ If child is administered medication at home or school but not required to take it at the Service, parents are strongly encouraged to inform us of the medication and its purpose, dosage administered daily and of any side effects it may have.
- ✓ Note: parents/guardians can take medication home each afternoon if required. However, it must be returned the next time child is booked in. As per Regulation 90 a child is unable to attend the Service if they do not have their medication with them.

Coordinator and Educators:

- ✓ That hold a current First Aid Certificate and have asthma and anaphylaxis training will administer medication.
- ✓ Will administer medication only to the child for whom it is prescribed for.
- ✓ Do not administer medication, including over the counter or homeopathic medications, unless written authorisation is provided by the parent/guardian or authorised by a Doctor.
- ✓ When administering non-prescription medication, will follow the recommended dosage on the bottle/packaging for child's weight, if unsure use age. If parent/guardian requires us to give child above this recommended dose we must get a written authorisation from a registered medical practitioner.
- ✓ Will receive authorisation for medication from the parent/guardian, a person authorised to consent on the child's enrolment form or a medical practitioner.
- ✓ Store all medication in the designated secure place, clearly labelled, and kept out of reach of children, medication is not to be stored in bags or on a child's person:
 - an exception to the above procedure is applied for children who have a chronic condition such as, asthma, and their medical management plan directs, or a parent/guardian provides written permission, for a child to carry their medication on them at all times
 - the child will be instructed to report to an Educator as soon as possible after administering their medication
 - Educators will maintain a record of when the child self-administered, what symptoms were relieved, time and dosage and continue to monitor the child
 - parents/guardians will be informed that the child had self-administered medication
- ✓ Educators will remind children who have been authorised to self-medicate at specified times:
 - to take medication at designated time
 - to administer their medication with one Educator, who has first aid, asthma and anaphylaxis training, to witness child taking medication
 - Educator will record date, time and dosage on the Medication Form and will be signed off by Educator and child

Administering any medication

- ✓ Two Educators will verify the child's name, the name of the medication, the expiry date and the dosage required on both the medication box/container (or written direction from a registered medical practitioner) and the information provided by the parent/guardian on the Medication Form ensuring they correspond.
- ✓ Two Educators will administer and witness the correct dosage of medication.

- ✓ The date, time and dosage given is recorded on the Medication Form and signed by both Educators.
- ✓ In the case of a Service is permitted to have only 1 Educator on site, they will follow the above outlined Procedures for administering medication to a child, as per Regulation 95.

Administering Paracetamol

- ✓ Written permission to administer paracetamol is sought upon enrolment and documented in child's file.
- ✓ In the event of an illness at the Service, Educators will attempt to contact parent/guardian to inform them of their child's illness and get verbal permission to administer paracetamol.
- ✓ Verbal consent from the parent/guardian should be provided to two Educators (whenever possible). Educators are to confirm with parent/guardian the child's weight and administer the paracetamol according to their weight, if unsure use age.
- ✓ If verbal consent cannot be obtained from parent/guardian, and we have written permission to do so, Educators should administer the dosage of paracetamol advised on the label of the bottle, according to the child's age. Together two Educators should check the child's age, check the dosage advised on label and administer the paracetamol together.
- ✓ If Educators are required to administer paracetamol, the Responsible Person will provide written notice, Medication Form, to the parent/guardian as soon as practical.

In the event of an emergency or illness in which Educators are required to administer emergency medication, such as Ventolin or an EpiPen, and no previous authorisation has been obtained (e.g. first instance of an asthma attack or allergic reaction)

- ✓ If a child requires the administration of Ventolin – follow the National Asthma Council 'First Aid for Asthma'. If required, contact emergency services as soon as possible.
- ✓ If a child requires the administration of an EpiPen – Emergency Services are to be called immediately.
- ✓ Once it is practical to do so, the Responsible Person is to ensure that the parent/guardian are notified of the administration of the medication, the current condition of the child and if Emergency Services have been called.
- ✓ Educators are to follow all instructions provided by Emergency Services.
- ✓ Responsible Person will endeavour to continue to try and contact parent/guardian to make them aware of the situation.
- ✓ Responsible Person will ensure the completion of the Medication Form, Illness Form and if required, the Incident, Injury, Trauma Form as soon as practicable and report to the Nominated Supervisor.
- ✓ Nominated Supervisor will contact the Regulatory Authority.

Considerations

Education and Care Services National Law

162	Offence to operate an education and care service unless Responsible Person is present
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
174	Offence to fail to notify certain information to Regulatory Authority
175	Offence relating to requirement to keep enrolment and other documents

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
96	Self-administration of medication
98	Telephone and other communication equipment
136	First aid qualifications
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record

170	Policies and procedures to be followed
175	Prescribed information to be notified to Regulatory Authority
176	Time to notify certain information to Regulatory Authority
183	Storage of records and other documents

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and Safety	2.1 Health	2.1.1 Wellbeing and comfort
		2.1.3 Health practices and procedures
QA 5 Relationships with children	5.1 Relationships between educators and children	5.1.2 Dignity and rights of the child

Activity Centres Inc. Policies and Procedures

Child Safe Environment	Nutrition
Enrolment	Orientation Policy
Excursion	Pick up and Drop off
First Aid- Management of Incident, Injury, Illness and Trauma	Privacy
Hygiene and Cleaning	Reporting to the Regulatory Authority
Immunisation	Responsible Person
Information Exchange	Sleep and Rest for Children
Maintenance of Records	Supervision
Medical Conditions	Work, Health and Safety

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> Children feel safe, secure and supported
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	<ul style="list-style-type: none"> Children take increasing responsibility for their own health and physical wellbeing
<u>Learning Outcome 5</u> Children are effective communicators	<ul style="list-style-type: none"> Children interact verbally and non-verbally with others for a range of purposes

Legislation

Australasian Society of Clinical Immunology and Allergy (ASCIA)	NSW Health
Diabetes NSW & ACT	Work Health and Safety Act 2011 NSW
National Asthma Council Australia	

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 30 August 2022

Medication Administration Policy is to be reviewed by 30 August 2027