

Policy Title:	Administering Medication
Effective Date:	14 th December 2010
Review Date:	As necessary under the Policy and Procedure Development Policy

POLICY STATEMENT

Inner City Care has a duty of care to ensure that all persons are provided with a high level of protection during the hours of operation of the service.

Inner City Care will ensure

- that children are given the correct medication at the correct time and in the correct manner
- that medication is only administered with permission from the parent/s or guardian/s
- that staff only administer medication prescribed by a Doctor or other recognised health practitioner, and not medications available over the counter (excluding topical preparations and paracetamol).

BACKGROUND AND CONTEXT

This policy was developed with the aid of the KU Health and Medication Policies and the Draft Health and Safety in Child Care Centres Model Policies and Practices 2nd Ed 2003.

The guidelines in this policy are from the Children's Services Regulation 2004.

This policy was ratified by the Management Committee in July 2004, reviewed by the Management Committee in July/August 2005, reviewed again in July 2007 – changes made to where medication is kept in the fridge. This policy was reviewed in December 2010 and revised with the aid of the NCAC Administering Medication policy guide.

SCOPE AND PURPOSE

- To promote the health and welfare of the children.
- To minimise staff and Centre liability.

POLICY DETAIL/ BUSINESS RULES

Packaging and labelling

- Staff can only administer medication to a child from its original packaging.
- Medication can only be administered to the child for whom it has been prescribed, from a container bearing the child's name and with a current use-by date (Except in the case of paracetamol being administered from the Centre supply).

Storage

- All medication must be kept safely in the lockable container in the kitchen fridge or on the top shelf of the kitchen pantry.
- Parents are to check with staff before medication is collected to ensure they take the correct medication.

Use by date

- Staff can only administer medication which has a current use-by date.

Dosage

- Staff cannot administer an amount that is more than the recommendation on the label of the medication without a letter from a health or medical practitioner stating how much and why.

Consent

- Staff are responsible for ensuring parents correctly fill out a “Medication Form” - kept in a sleeve on the inside of the cupboard door in the kitchen area of the Backroom. Staff cannot administer medication unless prior documentation is completed.
- Staff cannot administer medication if the time is filled out as “if needed” or “if necessary”. In such a case the parents need to inform the staff that this condition may develop during the day. Let staff know of the obvious symptoms to watch for. Should the symptoms appear then the staff will telephone the parents, and the parents can then give permission for the staff to administer the medication if they feel it is necessary. An example of such a condition is teething. A high temperature or cough/cold is not such a condition.
- Should a child develop a high temperature during the day - refer to the Management of Unwell Children Policy.

Staff administering medication

- Staff will check the Medication Chart with the parents and sign to confirm that they have been given all the instructions.
- Staff will administer medication with another permanent staff member as witness, and they both need to sign that the medication was administered at the correct time.
- One staff member must hold a current senior first aid certificate.
- As staff are not trained medical or health practitioners they rely on professional medical advice to treat children who require medication. Staff will administer prescription medication as per the instructions on the packaging. All other medication to be administered must be accompanied by a letter from a health or medical practitioner stating the type of medication, why it is to be given, the quantity and the length of time the child will need to be given it – excluding topical preparations such as teething lotions or nappy rash creams, etc.
- Staff will ensure medication will be administered safely and hygienically while on excursions by taking an Excursion Bag equipped with a First Aid Kit and a copy of the child’s medication form. Medication will be stored in a suitable container and be administered by a staff member holding a current Senior First Aid certificate; unless the parent of the child is attending the excursion.

Herbal medication

- Staff will administer herbal medication that is clearly labelled on the bottle and has an accompanying letter from a health practitioner stating what the medication is and what condition it is for and the length of time the child will need to be given it.

Prescribed long term medication

Where medication for the treatment of long term conditions such as asthma, allergies or epilepsy is needed, either on a continuous basis or intermittently the above conditions apply in addition to the following:

- the child’s doctor and the parents must complete a “Medical Emergency Form” and return it to the Centre. This should be updated every three months.

- parents should notify staff if there are any changes in the procedure,
- the medical emergency form will be kept in the child's enrolment folder,
- for procedures on managing children with asthma, refer to the Management of Unwell Children Policy.

Maintaining Records

Inner City Care will ensure medication records are maintained according to the guidelines in the Children's Services Regulation 2004. Please refer to the Confidentiality Policy for details regarding privacy and confidentiality.

AUTHORITIES AND ACCOUNTABILITIES

The Centre Director is responsible for ensuring all ICC staff have training in this policy. All ICC staff are accountable for the implementation of this policy.

OTHER RELEVANT DOCUMENTATION

Children's Services Regulation 2004
 Management of Unwell Children Policy.
 Confidentiality Policy

APPROVAL

Approved by Management Committee	
Signature:	Date:
Title:	Date:
Meeting number and date:	14 th December 2010
Resolution number:	
Policy Owner:	Inner City Care
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Review Date:	December 2010