

Policy Title:	Administering Medication
Effective Date:	July 2018
Review Date:	As necessary under the Policy and Procedure Development Policy

RATIONAL/AIM

Inner City Care has a duty of care to ensure that each child's health needs and their sense of wellbeing is supported during the hours of operation of the service. Accordingly, the administration of medication as prescribed by a Doctor or other recognised health practitioners and not medications available over the counter may be required (to the exclusion of paracetamol and the topical preparations for first aid treatment). To ensure best practice and risk minimisation is achieved it is required that the following guidelines are adhered to by families who request the administration of medication and by the educators administering the medications.

Strategies - Summary of Responsibilities

The Director

The Director is responsible (or specified staff member in their absence) for:

- Informing families of and providing the Administration and Medication Policy to families upon the enrolment of children.
- Ensuring all educators are made familiar with Medical and Medication Policies upon their induction.
- Ensure reasonable steps are taken to ensure medication records are accurate.
- Ensure completed *Medication Forms* are kept in a secure and confidential manner, for the required length of time as required by the Regulations and legislative requirements.

The Parents/guardians

Parents/guardians are responsible for:

- Informing the Director upon enrolment of any long term medical conditions such as asthma, allergies, diabetes, epilepsy or any other conditions for which prescribed medication is required. Ensuring the Director is updated with new information regarding the condition when necessary (as Medical Conditions Management should reflect the child's needs).
- Ensuring the *Medication Form* filled out as required. Medication Forms are located in the backroom kitchenette. If written permission is not provided from parent's educators will not administer the medication.
- Ensuring medication is **not left in the child's bag**. Parents are responsible for delivering the medication to educators to ensure safe storage can be provided.

- Ensuring the medication is delivered to staff in the original packaging, with the original pharmacist dispensing label (information must include - child's name, name of medication, dosage, frequency of dosage required, method for administration, date of dispensing and expiry date).
- Administering the first dose of antibiotics 24 hours before children return to the service so that the medication has time to take effect.
- Informing educators of the administration of any medication (including Panadol) outside service hours (such as the morning of attendance or the night before). Refer to: Illness Policy.

The room Leader and educators

The room leader is responsible for (or specified staff member in their absence) for:

- Ensuring parents complete the *Medications Form*.
- Collecting medication from and returning the correct medication to parents. The parents are not authorised to collect the medication from the storage areas.
- Ensuring all medications are stored appropriately i.e. medications requiring refrigeration are to be kept in the lockable container in the kitchen fridge. All other medications are to be locked within the top shelf of the kitchenette.
- Contacting parents to resolve any difficulty/concerns before medication is administered. In the event that parents cannot be contacted, and information is needed urgently, a doctor, the pharmacist or *Public Health Unit* will be called by educators. Medication will not be administered if there is any doubt concerning instruction.
- Ensuring medications are administered at the required (prescribed) time intervals.
- Communicating to parents that medication can only administered to the child whose name is on the label (except in the case of paracetamol and topical creams being administered from the Centre supply). Dosages will be administered in accordance to the instructions on the label or according to written or verbal instructions provided by a registered medical practitioner.
- Educators will administer the creams and lotions (list of items in the first aid kit, outlined on the '*Authorisations*' sheet) should first aid treatment be required if parents have given previous consent.
- Ensuring the **Six Principles of Medical Administration** are met (refer to **Strategies of Procedure** for the **Principles**).
- Signing and ensuring the witness signs the Medication Form.
- Ensuring Medical Condition Management Plans are reviewed every six months.

Strategies of procedure

Authorisation for the administration of medications

Parent/guardian authorisation must be provided before educators can administer the medication to the child on each day it is required. On the day this is given through the signed and dated entry within the *Medication Form* (for conditions such as asthma and other conditions requiring specific treatment consent is given at time of enrolment or following diagnosis).

Medication Authorisation Form

Must be completed and the following details provided:

- Name of child who requires the medication
- Child's parent / guardian signature
- Name of medication
- Dose required
- Method of administration e.g. oral, inhaled
- Date and time of administration
- Expiry date of medication
- Special instructions e.g. an hour before a meal
- Allergy information

Administration of medication

Two educators must be present for the administration of any medication, one of whom must have an approved First Aid Certificate (as per current Regulations and Legislations). Both educators must ensure the **six principles of medical administration** are met. Attention must be paid to giving the correct;

1. Child the medication
2. Medication
3. Dosage required
4. Method of administration
5. Date and time
6. Use of the expiry date of the medication

Staff must be witnessed when administering the medication and both parties must sign the Medication form.

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 reviewed 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.

Hygiene practice

Educators must wash their hands before and after administering the medication in a clean and hygienic environment. Refer to: Hygiene Policy.

First Aid Asthma puffer and spacer must be cleaned after each use. Refer to: First Aid Policy.

Supervision after the administration of medication

Children will be monitored after the administration to observe for adverse reaction. If allergic reaction occurs the first aid action plan will be followed. Refer to: First Aid Policy; Allergy and Anaphylaxis Policy.

Communication between staff and families

Staff will use the *Medication Forms* to communicate with families regarding the administration of medication to children. Records of spills, refusal to take medications and reactions to medications must be recorded. Documentation regarding child's health will be taken to Director to be filed appropriately.

Excursions

Educators 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.

RELEVANT LEGISLATION/RELATED DOCUMENTS/REFERENCES

- Education & Care Services National Regulations 2014
 - Regulation 90 (Medical conditions policy)
 - Regulation 91 (Medical conditions policy to be provided to parents)
 - Regulation 92 (Medication Record)
 - Regulation 93 (Administration of medication)
 - Regulation 94 (Exception to authorisation requirement – anaphylaxis or asthma emergency)
 - Regulation 95 (Procedure for administration of medication)
- National Quality Standard, Element 2.1.1, 2.1.4, 2.3.2, 7.3
- Children (Education and Care Services National Law Application) Act 2010, Section 167
- Australian Children's Education and Care Quality Authority (ACECQA).

(2013). *Guide to the National Quality Standard*. Retrieved From:
<http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf>

- Frith J. Kambouris, N. & O'Grady, O. (2003). *Health & safety in children's centres model policies & practice*. (2ND). School of Public Health & Community Medicine: University of New South Wales.
- National Health and Medical Research Council. (2012). *Staying Healthy Preventing infectious diseases in early childhood education and care services* (5th ed.). Retrieved From:
https://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf
 - National Health and Medical Research Council- www.nhmrc.gov.au
 - NSW Department of Health – www.health.nsw.gov.au
 - Work Health and Safety Act 2011

APPROVAL

Approved by Management Committee	
Signature: Title: Date:	
Meeting number and date:	
Resolution number:	
Policy Owner:	Inner City Care
Effective Date:	
Review Date:	