



Administering of Medication Policy

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QA	2.1.1	Each child's health needs are supported
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illnesses, in accordance with recognised guidelines
	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	2.1.1	Each child's health needs are supported

Policy statement

The Centre maintains strong and regular communication with families and takes an informed and responsible team approach to administering medication to children and documenting that process appropriately. In addition the Centre has clear guidelines for managing medical conditions such as asthma and anaphylaxis and other specific health care needs.

The Centre is unable to accommodate children who require a care regime or medical procedures that educators are not trained to deliver.

Strategies and practices

- Parents complete an Enrolment Form prior to their child commencing at the Centre. The Form requires parents to provide details of their child's known medical conditions or specific health care needs (e.g. asthma, diabetes, and anaphylaxis). Where a child has a known medical condition or requires specific health care, the parent must provide the Centre with a copy of the

Medical Management Plan which has been completed in consultation with the family doctor before the child may commence at the Centre.

- Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the Centre without that medication.
- Following the 'Meet & Greet' meeting between the family and the Nominated Supervisor, all staff and volunteers will be informed of the Medical Management Plan for any child in the Centre. At that time, the Nominated Supervisor clarifies the nature of the medical condition and how it is to be managed. With parental consent, copies of each child's Medical Management Plan which includes a photograph of the child are placed in a medical emergency bag and placed in the main three bathrooms in the Centre.
- If a child requires long-term and regular medication, the parent must complete the Preventative and Regular Medicine Register.
- Educators intentionally teach children that medication is sometimes required to support health, and even to maintain life. At the same time, they teach the children about the dangers of touching or using medications and/or equipment meant for others.
- Because of the increasing number of children at risk of anaphylaxis, the Centre is a 'Nut-Free Zone' (i.e. no nuts or foods containing nuts or nut derivatives can be brought into or used in the Centre).
- Children are encouraged not to share food.
- All cooking activities – handling, preparation, consumption of food – take into account children's individual needs and known intolerances and allergies.
- All Families are provided with a copy of Administration of Medication Policy in the Enrolment Pack and this is also discussed during the Nominated Supervisor and family 'meet & greet'.
- Medication is only administered if it has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date.
- Before any medication – other than those listed in Medical Management Plans – is administered, the parent or person named in the enrolment form as authorised to consent to administration of medication must complete the Centre's Administering Medicine
- Register. The details on the Form must be the same as those on the label on the medication, and the person completing the Form must print and sign their name on the Form. Details to be provided on the Form include:
 - Child's name, age and room
 - Name of the medication to be administered
 - Time and date, or the circumstances under which, the medication should be administered
 - Dosage to be administered
 - Manner in which the medication is to be administered
 - Parent name and signature
- Educators administer medication according to the "Five Rights"
 1. Right child
 2. Right time

3. Right medication
4. Right dose
5. Right manner

- Before medication is given to a child, another staff member, other than the one administering the medication, verifies the accuracy of each of these Five Rights. After giving the medication, the educator who administered the medication enters the following details on the Authorisation to Administer Medication Form – date, time, medication administered, dosage, the manner in which the medication was administered, name of the educator who administered it and the name of the educator who verified. The Form is then signed by both educators.
- Whenever medication is administered, educators continuously monitor the well-being of the child concerned.
- Educators wash their hands immediately before and after administering medications, and wear gloves when applying creams.
- Parents are to hand medications directly to an educator or place directly in the fridge in the main kitchen. Medication of any kind is never to be left in a child's bag.
- Medication is stored securely away from children, and according to the instructions on the label. Medication that does need to be refrigerated is stored in a locked cupboard inaccessible to children. Medication that needs refrigeration is stored in the refrigerator in the main kitchen. Asthma medication and EpiPens are stored in the assigned medical bags in all main bathrooms.
- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. When medication has been administered, the Nominated Supervisor ensures that the child's parent(s), and emergency services, are notified as soon as practicable. If the child is under a Medical Management Plan, the parent will also be advised to consult their doctor with a view to updating that Plan.
- The Centre's expectations are for all educators to be trained in First aid, CPR and Anaphylaxis and Asthma. Rosters ensure sufficient educators with current first-aid and CPR qualifications and trained in asthma and anaphylaxis management are at the Centre at all times children are in care.
- Educators are not asked to provide special care or medical procedures for which they are not trained in.
- If a child develops a temperature of 38 degrees Celsius or above while at the Centre, the Parent/Authorised Emergency Contact is contacted even though permission to administer paracetamol or Nurofen has been documented on the enrolment form. If paracetamol is administered, the child is to be collected within the hour or as soon as possible. The Parent/Authorised Emergency Contact is to sign the Illness Register when the child is collected.
- An over-the-counter, naturopathic or herbal preparation requires parents to complete an Administering Medicine or Preventative and Regular Medicine Register and must be in the original container clearly labelled.
- The Centre at this time has no children who administer their own medication. However, should a specific need arise; the Centre is prepared to review its practices to meet that need.

- The expiry date any medication stored at the Centre will be checked every month and signed for on the Monthly Job Check List.

Responsibilities of parents

- To keep the Centre informed of any changes to their child's medical condition.
- To ensure the Medical Management Plan for their child is reviewed every six months for Asthmatics and 18months for Anaphylaxis, and to inform the Nominated Supervisor of any change in their child's medical condition and/or in the Plan in the interim.
- To ensure that sufficient medication for their child's specific health care need, allergy or relevant medical condition is at the Centre whenever the child is in attendance.
- To complete the appropriate Authorisation to Administer Medication Form as required.
- To ensure any medication brought to the Centre has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date.
- To hand medications directly to an educator or place in the refrigerator in the main kitchen. Medication of any kind is never to be left in a child's bag, or with any person other than an educator or the Nominated Supervisor.
- To collect their unwell child promptly when called to do so, and to sign the required forms at that time.

Links to other policies

- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Handwashing Policy
- Managing Infectious Diseases Policy
- Medical Conditions Policy

Sources, further reading and useful websites

Sources

- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing diseases in childcare. 4th edition.* http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch43.pdf accessed 6 March 2012
- Tansey, S. (2008). *Illness in child care.* <http://ncac.acecqa.gov.au/family-resources/factsheets/illness.pdf> accessed 6 March 2012.
- Brenda Abbey Childcare by Design

Useful websites

- Anaphylaxis Australia – www.allergyfacts.org.au/
- Asthma Foundation – www.asthmafoundation.org.au
- Diabetes Australia – www.diabetesaustralia.com.au/
- Diabetes Queensland – www.diabetesqueensland.org.au/
- Queensland Health – www.health.qld.gov.au
- The Centre for Community **Child Health** – www.rch.org.au/ccch/

Policy review

The Centre encourages staff and parents to be actively involved in the annual review of policies and procedures. Any new legislative changes or improved teaching practices will be identified as part the Centre's commitment to further quality improvement.

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Approval Name: Karen Petrie