



Bangalow Community Children's Centre
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Administering Medication Policy

Reviewed November 2015

Legislation:	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
Reference:	Staying Healthy in Child Care - Preventing infectious diseases in child care - Fourth Edition ,2003 National Quality Framework Resource Kit 2011

Introduction

It may be necessary to administer medication to support the health and wellbeing of children attending the service. To ensure children's safety and wellbeing medication must be administered, stored and documented according to the regulatory guidelines and service procedures.

Goals

- To ensure the health, safety and wellbeing of children, families and educators at all times
- For families to follow the Service guidelines for administering medication.
- For educators to follow legislative guidelines and standards at all times when administering medication.

Practices

Medications will only be administered as directed in the Education and Care Services National Regulations, 2011

- A medication record will include,
 - the name of the child;
 - the authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
 - the name of the medication to be administered;
 - the time and date the medication was last administered;
 - the time and date, or the circumstances under which, the medication should be next administered;
 - the dosage of the medication to be administered;
 - the manner in which the medication is to be administered;
- If the medication is administered to the child the following will be recorded:
 - the dosage that was administered; and
 - the manner in which the medication was administered; and
 - the time and date the medication was administered; and
 - the name and signature of the person who administered the medication; and the name and signature of the person checking the dosage and administration of the medication
- In an emergency, it is acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the child's parent cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child's parent and where relevant emergency services must be contacted as soon as possible.

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Practices (cont)

- Medications will be stored as appropriate for each medication and in a manner that is inaccessible to children and returned to appropriate storage after use.
- Prescribed medications must be in original containers with pharmacy labels.
- Medication prescribed for another person will not be administered.
- Expired medication will not be administered.
- Medication must be administered by two educators, of which at least one must hold a current First Aid qualification. Both educators are responsible for checking correct administration of medication and signing off on the Medication Form.
- Hand washing procedures are to be followed both before and after administering medication
- Educators must ensure that the instructions on the prescription label or doctors certificate are consistent with that recorded on the Medication Form
- Children with known health conditions eg asthma or anaphylaxis will not be able to attend without a current care plan and appropriate medication. Plans must be updated as the child's medication needs change.
- If educators have any concerns about the medication being administered safely or the child's health and well being, being at risk, they are to speak to the Nominated Supervisor.
- Families are educated on the Services medical procedures and need to adhere to these to ensure the safety and wellbeing of children, families and educators.
- Medication must not be left in children's bags.
- Non-prescribed medications cannot be administered to a child at this Service.
- Sick children should be kept away from the Service while there are any symptoms of an illness and for 24 hours from commencing antibiotics. This Service follows the guidelines of Staying Healthy in Childcare <http://www.nhmrc.gov.au/guidelines/publications/ch43>
- Any medication kept on the education and care premises will be checked every two months for expiry dates in conjunction with the *First Aid Checklist*.
- 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.
- All rooms attach correctly filled in Medication form to the white board| microwave in rooms to alert staff to medication for that day. West Room use an alarm to indicate time to medicate.

National Regulations

92 Medication record

93 Administration of medication

94 Exception to authorisation requirement—anaphylaxis or asthma emergency

95 Procedure for administration of medication

NQS

2.1.1 Each child's health needs are supported

Related Policies

Asthma Policy

Anaphylaxis Policy

Child Health Policy

Infectious diseases policy

Incident, injury, trauma and illness Policy

Hand washing Policy

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Evaluation and Review

This policy will be reviewed based on regulatory requirements or when the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.

