

Administration of Medication Policy

In supporting the health and wellbeing of children, the use of medications may be required by children at the education and care centre. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- Prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- Influence, inhibit or modify a physiological process.
- This covers products like sunscreen and nappy cream.
- The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

Brunswick Crèche has a duty of care to ensure all educators of the Centre can safely administer required medication to children with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the centre.

Our educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency centre, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Please note if it's the first time your child is having medication the first three doses must be administered at home.

Families requesting the administration of medication to their child will be required to follow the guidelines developed by the Centre to ensure the safety of children and educators. The Centre will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

Management will ensure:

- The Administration of Authorised Medication Record is completed for each child using the Centre who requires medication. A separate Medication Record must be completed for each medication if more than one is required.
- Medication may only be administered by the Centre with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication.
- Medication must be provided by the child's parents which includes –
 - The administration is authorised by a parent or guardian;
 - Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
 - Medication is from the original container;
 - Medication has the original label clearly showing the name of the child;
 - Medication is before the expiry/use by date.
 - Any instructions attached to the medication or related to the use of the medication
- Any person delivering a child to the Centre must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.
- Written and verbal notifications are given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child and emergency centres are notified as soon as practical.



- Enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Reasonable steps are taken to ensure that medication records are maintained accurately.
- Medication forms are kept in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Educators receive information about the medical and medication policies during their induction.
- Families are informed of the Centre's medical and medication policies
- Safe practices are adhered to for the wellbeing of both the child and educators.

A Nominated Supervisor/ Certified Supervisor/Educators will:

- Not administer any medication without the authorisation of a parent or person with authority – except In the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency centres will be acceptable if the parents cannot be contacted
- Ensure that medications are stored in the refrigerator inaccessible to children. For medications not requiring refrigeration, they will be stored in the First Aid Cabinet inaccessible to children.
- Ensure that two educators administer medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible for:
 - Checking the Medication Form,
 - Checking the prescription label and the amount of medication being administered
 - Signing and dating the medication form
 - Returning the medication back into the locked medication container.
- Follow hand-washing procedures before and after administering medication.
- Discuss any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child
- Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed correctly
- A separate medication record must be completed for each medication given to the child

Families will:

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Complete a medication record for child requiring medication whilst they are at the Centre.
- Be required to keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Keep children away from the Centre while any symptoms of an illness remain
- Keep children away from the Centre for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- NOT leave any medication in children's bags.
- Give any medication for their children to an educator who will provide the family with a Medication Record
- Complete the Medication Record and the educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent or authorised person.



Medications Kept at the Centre

- Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates in unification with the First Aid Checklist.
- A list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.
- 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.
- It is the families responsibility to take home medication
- Auto injection devices (eg Epipens) and asthma puffers will be stored up high in rooms so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in the First Aid Cabinet or fridge. Non-refrigerated medication will be kept away from direct sources of heat.
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.

Emergency Administration of Medication

- In the occurrence of an emergency and where the administration of medication must occur, the Centre must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child is unreachable, the Centre will endeavor to obtain verbal authorisation from an emergency contact of the child named in the child's Enrolment Form, who is authorised to approve the administration of medication.
- If all of the child's nominated contacts are non-contactable, the Centre must contact a registered medical practitioner or emergency centre on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- The Nominated Supervisor will ensure the centre completes an Incident, Injury, Trauma and Illness Record.

Emergency Involving Anaphylaxis or Asthma

For anaphylaxis or asthma emergencies, medication will be administered to a child without authorisation, following the correct action plan has been provided

- The Centre will contact the following as soon as practicably possible -
 - Emergency Centres
 - A parent of the child.
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- The Nominated Supervisor will ensure the centre completes an Incident, Injury, Trauma and Illness Record.

Medication Record

Educators will complete a Medication Record with the name of the child which:

- Contains the authorisation to administer medication
- Details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next.

If medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.



"Over the Counter Medication" (Non-Prescription Medication)

To safeguard against the disproportionate use of "Over the counter" drugs, such as cough mixtures, and paracetamol, and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer after 1 day of continuous use, unless it is accompanied by a Doctor's letter stating the reason for administering, the dosage and duration it is to be administered for. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

At times a child may exhibit signs of illness such as an elevated temperature. If the family has been contacted to collect the child and they feel that Paracetamol may alleviate the symptoms until they arrive, a dose of paracetamol as recommended for their age and size may be given to the child with the family's verbal consent. This will be written into the Medication Book and signed by the family member upon their arrival. Standard procedures for the administration of medication will be followed.

Guidelines for Administration of Paracetamol

- Families must provide their own Paracetamol for use as directed by a medical practitioner.
- Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.
- If a child presents with a temperature whilst at the Centre, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will:
 - Remove excess clothing to cool the child down
 - Offer fluids to the child
 - Encourage the child to rest
 - Provide a cool, damp cloth for the child's forehead and back of the neck
 - Monitor the child for any additional symptoms
 - Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

Source: Staying Healthy in Child Care, Education and Care Services National Law and the Education and Care Services National Regulations 2015, National Quality Standard, Early Years Learning Framework, Staying Healthy in Child Care - Fourth Edition 4, ECA Code of Ethics, National Health and Medical Research Council - www.nhmrc.gov.au

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National Quality Standard – NQS

Quality Area 2: Children's Health and Safety

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 illness, in accordance with recognised guidelines.
2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Education and Care Service 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

Early Years Learning Framework



Learning Outcome 3 - Children have a strong sense of wellbeing

Children are happy, healthy, safe and connected to others.

Educators promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families and the community

Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

