



MEDICAL ADMINISTRATION POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

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1. POLICY STATEMENT

In supporting the health and wellbeing of children the use of medications may be required by children at the education and care service. 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.

Families requesting the administration of medication will be required to follow the guidelines developed by the education and care service to ensure the safety of children and educators. The education and care service will follow legislative guidelines and standards to ensure the health of children, families and educators at all times.

2. GOALS

Families requesting the administration of medication will be required to follow the guidelines developed by the education and care service to ensure the safety of children and educators. The education and care service will follow legislative guidelines and standards to ensure the health of children, families and educators at all times.

3. STRATEGIES FOR IMPLEMENTATION

The Nominated Supervisor will:

- Ensure that a medication form is developed for each child requiring medication at the education and care service. The medication record must detail the name of the child and have authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication;
- Ensure that all **Prescribed** medication to be administered to a child being educated and cared for by the service is:
 - Authorised by a parent completing a medication administration permission form;
 - Administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.);
 - from the original container;
 - With the original label clearly showing the name of the child; and
 - Still within the expiry/use by date.
- Ensure that all **over the counter (non-prescribed)** medication and creams to be administered to a child being educated and cared for by the service is:
 - Clearly labelled with the child's name;



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- Authorised by a parent completing a medication administration permission form;
- From the original container, applicable to the child's age, with clear dosage instructions
- Still within the expiry/use by date.
- Ensure that written and verbal notification 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;
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical;
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child;
- Take reasonable steps to ensure that medication records are maintained accurately;
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time. Refer Privacy and Confidentiality Policy;
- Ensure that educators receive information about this policy during their induction;
- Request written consent from families on the enrolment form to administer the Emergency Asthma Kit if required. Families will be reminded that every attempt to contact them for verbal permission will be made by the education and care service prior to administering asthma medications. Refer to the Medical Conditions section of this policy for further details; and
- Inform families of this policy and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Educators will (with support from the Nominated Supervisor):

- 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 services will be acceptable if the parents cannot be contacted;
- Ensure that medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept 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 to check the *Medication Permission Form*, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the *Medication Permission Form*. Medications will be returned to the locked medication container after use;
- Follow hand washing procedures before and after administering medication;
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the *Public Health Unit* before administering medication;
- Ensure that the instructions on the *Medication Permission Form* are consistent with the doctor's instructions and the prescription label;
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English; and
- Ensure that the *Incident, Injury, Trauma and Illness Record* documents any medication given.



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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 Permission Form and a first aid/risk management plan as applicable for children requiring medication while they are at the education and care service. Documents for long term medication use will be developed with the family and the medical practitioner's advise. Plans must be updated as the child's medication needs change;
- Be required to keep prescribed and over – the – counter medications in original containers with pharmacy labels and the child's name. Keep children away from the care and education setting while any **symptoms of an illness remain and 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 Permission Form*. The family will complete the *Medication Permission Form* and the educator will sign to acknowledge the receipt of the medication. No medications will be administered without written consent from the parent or authorised person; and

Provide any herbal/ naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) in its original container, with the original label and instructions and within the expiry or use-by date, and with any instructions attached to the medication or provided by a registered medical practitioner, either verbally or in writing.

Guidelines for administration of paracetamol.

If a child presents with a fever above 38°C or higher at the education and care service, the family will be contacted immediately by phone to ask permission to administer Panadol and to organise the collection of their child as soon as possible. Educators will notify parents of the exclusion periods on their arrival to pick up their child. In the event of a shortage of supply, the service will revert to *not* administering Panadol. Families will be advised when the service is not able to source a supply of Panadol.

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 implement the following procedures to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Monitor the child for any additional symptoms
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

Medications kept at the education and care service

Any medication, cream or lotion kept on the education and care premises will be checked each month for expiry dates in conjunction 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.

NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE.



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4. MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

5. LEGISLATION AND CONSIDERATIONS

- NSW Public Health Act 2010
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations
- The Guide to the National Quality Framework (NQF)
- Education and Care Services National Regulations: 77, 87, 90, 92-96, 136,162, 168, 177, 181-184
- National Quality Standards/ Elements: 2.1, 2.1.2, 2.2.1, 6.2

6. RELATED GUIDELINES, STANDARDS, FRAMEWORKS AND OTHER SOURCES

- Community Early Learning Australia (CELA) - www.cela.org.au
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Staying Healthy in Child Care – Fifth Edition
- NSW Department of Health www.health.nsw.gov.au
- National Health and Medical Research Council www.nhmrc.gov.au

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