



ADMINISTRATION OF MEDICATION

POLICY STATEMENT

The administration of medication to a child is considered a high risk practice and as such will be carefully planned and monitored to reduce any risk to children's health and well-being. Except in the case of an anaphylaxis or asthma emergency, no medication will be administered to a child without the authorisation of a parent or authorised person.

Only medication in its original container, bearing the original label and instructions and within the expiry or use by date will be administered to a child. This applies to all medications; regardless of whether they are prescribed or non-prescribed.

RATIONALE

All children have the right to experience quality education and care in an environment that provides for their health, safety and comfort. By implementing clear procedures for the administration of medication to children we aim to reduce health risks to children as a result of incorrect administration. Under the *Education and Care Services National Regulations 2012* all services must have a valid medications policy in place which must also be provided to parents.

GENERAL CONSIDERATIONS

Where possible medication should be administered by parents at home.

If medication is being administered to a child at home the parent should advise educators of the nature of the medication, its purpose and any possible side effects.

Parents must be mindful of the service's policy in regard to children who are unwell and consider whether the child who requires medication is well enough to be at the service. Medications should not be used to mask the symptoms of illness in order for the child to attend care. We recommend that Children who are unwell should be cared for away from the service.

Only prescribed medications or medications accompanied by an Emergency Action Plan, Medical Management Plan or explanatory letter from the child's doctor will be administered by educators for a period exceeding one day (See *Prescribed Medications* on page 2).

AUTHORISATION

An authorisation to administer medication must be; provided on the *Medication Record* form available from <http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf> and; signed

by a parent or person authorised in the child's enrolment record as authorised to consent to the administration of medication and the nominated supervisor or designated educator.

In the case of an emergency written authority to administer medication may be given by a parent or a person authorised in the child's enrolment record as authorised to consent to the administration of medication via email or fax. If a parent or authorised contact cannot be contacted for authorisation a registered medical practitioner or an emergency service may authorise administration.

Once the parent or authorised person has completed the form the designated educator or the nominated supervisor will verify the details against the dosage instructions prescribed or listed on the packaging in the case of a non-prescribed medication. The educator will also verify the product has not exceeded its expiry date and check the required storage conditions.

If any medication labels, information or instructions are written in a language other than English, the family must obtain an English version from their doctor or pharmacist prior to the service administering medication.

When authorising the use of a medication, other than an adrenalin auto-injector or other emergency medication, a parent or authorised person must verify that the child has received at least three previous doses of the medication or has been taking the medication for at least 24 hours without showing an adverse reaction.

No medication that is past the recommended 'use by' date will be administered.

PRESCRIBED MEDICATIONS

All prescribed medications must have the original pharmacist's dispensing label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.

A prescribed medication will only be administered to the person it has been prescribed for at the dose it has been prescribed at for the period of time for which it has been prescribed.

NON-PRESCRIBED MEDICATIONS

Educators will not administer non-prescribed medications for more than once off without written medical authority. Cough and cold medicines will only be administered to children on the written advice of a medical practitioner.

Parents must print the child's name clearly on the medication to ensure the correct medication is given to the correct child.

STORAGE

All medication must be given directly to an educator and not left in the child's bag or locker.

All medication will be stored in accordance with the medication requirements in a position safely out of reach of children but readily accessible to educators.

The expiry date of emergency medications such as asthma relievers and adrenalin auto-injectors stored at the service will be recorded on a stored Medications Register and parents notified when replacement are due.

ADMINISTRATION

All medications, other than topical applications, will be checked by two educators before being administered to a child. Educators will verify the medication name, authorised dosage and the child it is to be administered to.

All oral medications will be administered by a qualified educator who holds a current first aid qualification and will be verified by a second educator.

Oral medications will be administered in accordance to doctors' advice or medication instructions.

Where the medication requires administration other than orally or by external application a qualified educator who holds a current first aid qualification and who has received specific instruction from a health care professional will administer the medication.

When administering medication the qualified educator who is administering the medication will ensure that they are witnessed by an educator and they complete the *Medication Record* form recording the date, time, dosage and manner of administration. The educator must then sign the record and have it countersigned by the educator who verified the transaction. (Not to be a relief staff member)

Medication will then be written up in the communication diary and on the 'My Day' daily board or clipboard.

Self-administration of medication

- An authorisation for the child to self-administer medication is recorded in the Medication Record and authorisation must be sought from the child's parent / legal guardian and / or medical practitioner (if necessary).
- For asthma and diabetes or other similar ongoing medications, parents will be required to advise the Centre in writing whether their child will be responsible for administering their own medication or will require supervision and full details of how, when (ie. At what intervals) and by whom all such treatment is to be administered.

REFERENCES

Education and Care Services National Regulations, Feb 2018 (WA) 2017.

Australian Children's Education and Care Quality Authority (2017), The Guide to the National Quality Framework, Feb 2018 ACECQA, NSW.

Therapeutic Goods Administration advice, Children’s Cough and Cold Medicines, 15 August 2012, retrieved 30 January 2013.

FOR MORE INFORMATION

- National Law 167 (protection from Harm and hazard)
- National Regulations 92-96, 178, 181-184
- National Standard 2 ; Element 2.1.1
- “My Time, Our Place” Outcome 3 (2. Children take increasing responsibility for their own health and wellbeing)
- Service policy on “Medical Conditions”.
- Service policy on “Confidentiality”

Review history

| YEAR OF REVIEW | AMENDMENTS |
|-----------------------|--|
| January 2014 | Reviewed and edited content to align with requirements under the national regulations. |
| January 2015 | Reviewed and edited content to align with requirements under the national regulations. |
| November 2015 | Clarification of what authority means and how to collect it |
| July 2017 | Witness to administering medication |
| July 2018 | Reviewed and edited content to align with requirements under the national regulations |
| July 2019 | Reviewed and edited content to align with requirements under the national regulations |
| July 2020 | Reviewed and edited content to align with requirements under the national regulations |
| July 2021 | |
| July 2022 | |

Next review

July 2023

APPENDIX 1

Medication records must contain the following information

- (a) the name of the child;
- (b) the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication;
- (c) the name of the medication to be administered;
- (d) the time and date the medication was last administered;
- (e) the time and date, or the circumstances under which, the
- (f) medication should be next administered;
- (g) the dosage of the medication to be administered;
- (h) the manner in which the medication is to be
- (i) administered;
- (j) if the medication is administered to the child —
- (k) the dosage that was administered; and
- (l) the manner in which the medication was
- (m) administered; and
- (n) (iii) the time and date the medication was
- (o) administered; and
- (p) (iv) the name and signature of the person who
- (q) administered the medication; and
- (r) (v) if another person is required under regulation 95
- (s) to check the dosage and administration, the name and signature of that person.

Forms can be found at <http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf> and completed and stored in each child's file.