

Administration of Authorised Medication Policy

NQS

QA2	2.1.1	<i>Each child's health needs are supported.</i>
	2.1.4	<i>Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</i>
	2.3.2	<i>Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.</i>

NATIONAL REGULATIONS

Regs	90	<i>Medical conditions policy</i>
	91	<i>Medical conditions policy to be provided to parents</i>
	92	<i>Medication record</i>
	93	<i>Administration of medication</i>
	94	<i>Exception to authorisation requirement - anaphylaxis or asthma emergency</i>
	95	<i>Procedure for administration of medication</i>
	96	<i>Self-administration of medication</i>

EYLF

LO3	<i>Children are happy, healthy, safe and connected to others.</i>
	<i>Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community</i>
	<i>Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all</i>

AIM

The Service and all educators can safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child using the Service.

RELATED POLICIES

Emergency Service Contact Policy
Food Nutrition and Beverage Policy
Immunisation and Disease Prevention Policy
Medical Conditions Policy

Enrolment Policy
HIV AIDS Policy
Incident, Injury, Trauma and Illness Policy

IMPLEMENTATION

- The Service will ensure that the Administration of Authorised Medication Record is completed for each child who requires medication. A separate form must be completed for each medication if more than one is required.
- Medication may only be administered by the service 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.
- In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
- Medication must be provided by the child's parents including the following -
 - *Original container. Medication will only be administered from the original container.*
 - *Original label that is clearly readable.*
 - *Child's name clearly on the label.*
 - *Any instructions attached to the medication or related to the use of the medication.*
 - *Any verbal or written instructions provided by the child's registered medical practitioner.*
- Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.
- Educators will administer medication to a child after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

Emergency Administration of Medication

For anaphylaxis or asthma emergencies, please see below.

- In the event of an emergency, the service must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
- In the event of an emergency and where the administration of medication must occur, the service 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 cannot be contacted, , the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an emergency service 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.

Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
- The service must contact the following as soon as practicably possible -
 - *A parent of the child and the Emergency services.*
 - *The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.*
 - *The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record*

Over the Counter Medication (*non-prescription medication*)

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the doctor explaining the purpose of the medication. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

However, we will administer sunscreen without prescription by a doctor if a parent or authorised person authorises this.

Medication Record

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

- contains the authorisation to administer medication or for the child to self-administer the medication (If applicable).
- 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 next administered.
- 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.
- if medication is administered by a child that is authorised to self-administer medication, details the dosage the child took and how and the time and date it was taken.

We will use the Medication Record template published by the national authority ACECQA currently at <http://www.acecqa.gov.au/SearchResults.aspx?keywords=medication+record>

If required, we will adapt this Medication Record template to record the self-administration of medication for authorised children over pre-school age (eg in the "name and signature of educator administering medication" columns put N/A for not applicable).

SOURCES

Education and Care Services National Regulations 2011

National Quality Standard

Early Years Learning Framework

REVIEW

The policy will be reviewed annually. The review will be conducted by:

- Management
- Families
- Employees
- Interested Parties

Next review date: April 2015