

## ADMINISTRATION OF MEDICATION POLICY

### RELATED POLICIES, LEGISLATION, LINKS

<b>Related Quality Area</b>	QA2: Health and Safety
<b>Related Policies</b>	Nutrition and Food Safety Policy Administration of First Aid Policy Control of Infectious Disease Policy Medical Conditions Policy Incident, injury, accident and trauma Policy Hand Hygiene Policy

### PURPOSE

In supporting the health and wellbeing of children, the use of medications may be required for children at the Centre. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child.

To ensure all educators of the Centre can safely administer a child's required medication written consent of the child's parent or guardian is required. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the Centre.

### SCOPE

This policy applies to children, families, staff, management, and visitors of the Centre.

### IMPLEMENTATION

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 to ensure the health of children, families, and educators at all times.

If there is a medical emergency or a child requires Paracetamol Centre educators may also administer medication when authorised verbally by a parent, medical practitioner or an emergency service. Medication may be administered during an asthma or anaphylaxis emergency without first receiving authorisation.

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

### Management will ensure that:

- The *Administration of Medication* Record is completed for each child.

- A separate line on the child's form must be completed for each medication if more than one is required.
- Medication is only administered by the Centre with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication.
- Paracetamol can be administered with verbal consent by the child's parent or other responsible person named and authorised in the child's enrolment record; the educator must fill out the medication form and have the parent or other responsible person sign upon collecting the child.
- Medication provided by the child's parents must adhere to the following guidelines:
  - The administration of any medication 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 person delivering a child to the Centre must not leave any type of medication 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 is notified as soon as practicable.
  - If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority (ACECQA) will be notified within 24 hours of the incident.
  - 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 archived for the regulatory prescribed length of time following the child's departure from the Centre.
  - Children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
  - Educators receive information about medical and medication policies during their induction.
  - Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
  - 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/ Responsible Person /Educators will:

- Not administer any medication without the authorisation of a parent or person with authority, except in the case of an emergency, where there is written consent on an enrolment form and verbal consent from an authorised person or a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure medications are stored in a separate fridge off the floor where children cannot access.
- Ensure that two educators administer and witness 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 for:
  - The child's name
  - The amount of medication being administered
  - The use-by date.
- Confirming that the correct child is receiving the medication.
- Signing and dating the medication form.
- Returning the medication back to 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 management to ensure the safety of the child.
- Seek further information from the family, the prescribing doctor, or the Centre for Disease Control 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 and stored correctly.

#### Families will:

- Notify educators, verbally when children are taking any short-term medications.
- Notify educators, via the enrolment form and verbally when children are taking any long-term or precautionary medications.
- Complete and sign an *Administration of Medication* Record for their child requiring medication whilst they are at the Centre.
- Assist Educators to complete long-term medication plans with reference to the medical practitioner's advice and ensure plans are signed by the medical practitioner.
- Update (or verify currency of) long term medication records quarterly or as the child's medication needs change.
- Be requested to sign consent to use creams and lotions should first aid treatment be required.
- Notify staff if child has any allergies to lotions and creams or Paracetamol.
- 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 at home while any symptoms of an illness remain.
- Keep children at home 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 an *Administration of Medication* record to complete.
- Complete the *Administration of Medication* record and the educator will sign to acknowledge the receipt of the medication.
- Provide any herbal/ naturopathic remedies or non-prescription medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name and dosage: Note that the stated procedure for administering medications applies to the administration of non-prescription medications.

#### Guidelines for administration of Paracetamol

- NFC will provide Paracetamol for use as directed by parents or guardians.
- Paracetamol is kept in the kitchen fridge off the floor away from children for emergency purposes should the authorised collectors not be contactable. Families sign a permission slip upon

enrolment to allow us to administer Paracetamol if we cannot get in contact with authorised person.

- To safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage, and duration it is to be administered for except for in **emergency situations (onset of fever whilst at the Centre)**.
- If a child presents with a temperature of 38 degrees or more whilst at our Centre, the family will be notified immediately and be asked to collect child within 30 minutes. With permission from parent/guardian staff can administer Paracetamol while waiting for child to be collected.
- 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.
  - give Panadol to help bring temperature down.

#### Medications kept at the Centre

- Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates.
- 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 family's responsibility to take home short-term medication (such as antibiotics) at the end of each day and return it with the child as necessary.
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PASSED THE PRODUCT EXPIRY DATE.
- Families are required to complete a medication form for lotions to be administered.

#### 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 endeavour 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 the child's nominated contacts are non-contactable, the Centre must contact a registered medical practitioner or emergency services 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/treatment will be administered to a child without authorisation, following the Asthma or Anaphylaxis Action Plan provided by the parent/guardian. [National Asthma Council (NAC) or ASCIA].
- In the event of a child not known to have asthma and appears to be in severe respiratory distress, the emergency plans for first aid must be followed immediately. This includes:

- calling an ambulance immediately
  - place child in a seated upright position
  - give 4 separate puffs of a reliever medication (e.g. Ventolin) using a spacer if required
  - repeat every 4 minutes until the ambulance arrives.
- In the event of a child not known to be diagnosed with anaphylaxis and appears to be an anaphylaxis emergency where any of the following symptoms are present, an EpiPen must be administered. Circumstances that may warrant this approach include:
  - difficulty/noisy breathing
  - swelling of the tongue
  - swelling or tightness in throat
  - difficulty talking
  - wheeze or persistent cough
  - persistent dizziness or collapse pale and floppy.
- The Centre will contact the following (as required) as soon as practicably possible:
  - Emergency Services
  - A parent of the child
  - The regulatory authority within 24 hours (if an ambulance was called).
- The child will be comforted, reassured, and moved to a quiet area under the direct supervision of a suitably experienced and trained educator.

## REVIEW

POLICY REVIEWED BY	Sally Kelly Hannah West	Committee Member Chairperson	July 2025 October 2025
POLICY REVIEWED	October 2025	NEXT REVIEW DATE	October 2026
MODIFICATIONS	Formatting, text, flow updates. No significant structural changes.		