

GUIDING PRINCIPAL ADMINISTRATION OF MEDICATION

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

Introduction:

We work closely with children, families and, where relevant, schools and other health professionals to manage medical conditions of children attending the service. We will support children with medical conditions to participate fully in the day-to-day program in order to promote their sense of wellbeing, connectedness and belonging to the service (“My Time, Our Place” 1.2, 3.1).

Our Educators will be fully aware of the nature and management of any child’s medical condition and will respect the child and the family’s confidentiality (“My Time, Our Place” 1.4). Medications will only be administered to children in accordance with the National Law and Regulations.

Governance:

- All educators (whether casual, part time or full time) are subject to the policies and procedures in governing PCYC- Out of School Hours.

Definition:

- Educators: Staff who hold qualifications in Children’s Education and Care
- Staff: Staff who don’t hold any qualifications in Children’s Education and Care
- Family: Parent or legal guardian of child

Policy Title	Guiding Principle – Administration of Medication				
Version	2	Last Revised	January 2020	Revision Date	January 2021

Procedure:

- Prescription medication will only be administered to the child for whom it is prescribed, from the original container bearing the child’s name and with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor.
- Educators will only administer medication during services operating hours.
- Permission for a child to self-medicate will be administered with the families written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- In the event that a case of emergency requires verbal consent to approve the administration of medication, the service will provide written notice to the family as soon as practical after administration of the medication.
- An authorisation is not required in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the time the parent and emergency services are notified
- Families who wish for medication to be administered to their child or have their child self-administer the medication at the service must complete a medical management form providing the following information;
 - ✓ Name of child
 - ✓ Name of medication
 - ✓ Details of the date, time and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
 - ✓ Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it.
 - ✓ Signature of family member
- Medication must be given directly to an educator and not left in the child’s bag. Educators will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication.
- An exception to the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they should be encouraged to report to an educator their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration including time, educator advised and if the symptoms were relieved.
- Before medication is given to a child, the educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another educator who will also witness the administration of the medication.
- After the medication is given, the educator will record the following details on the medication form: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.
- Where a medical practitioner’s approval is given, educators will complete the medication form and write the name of the medical practitioner for the authorisation.

Policy Title	Guiding Principle – Administration of Medication				
Version	2	Last Revised	January 2020	Revision Date	January 2021

Related Policies and Documents:

- Guiding Principle – Medical conditions
- Medical Management and Medication register
- Medical Conditions Risk Minimisation and communication Plan
- Allergy and Anaphylaxis Risk Minimisation and communication Plan
- Asthma Risk Minimisation and communication Plan

Considered Documents:

- Education and Care Services National Law 2010 updated 2018
- Education and Care Services National Regulations 2018 (r85,86,87,88)
- National Quality Standards (Standard 2.1)
- My Time, Our Place
- Work, Health and Safety ACT 2011
- Staying Healthy in Child Care 5th Edition

Policy Title	Guiding Principle – Administration of Medication				
Version	2	Last Revised	January 2020	Revision Date	January 2021