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MEDICATION ADMINISTRATION POLICY

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

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National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety		
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
90	Medical Conditions Policy
90(1)(iv)	Medical Conditions Communication Plan
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Introduction

The use of medication may be required to support the health and wellbeing of children at Woden Early Childhood Centre (WECC) from time to time. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure the ongoing health, safety and wellbeing for the child.

Goals – What are we going to do?

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

WECC will ensure all educators of the Service can safely administer required medication to children with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the service.

Scope

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

Strategies – How will it be done?

The Nominated Supervisor, Director will:

- ensure that a medication record is developed for each child requiring medication at WECC. The medication record must detail the name of the child and include an authorisation to administer the medication signed by the parent or person named on the enrolment form as authorised to consent to the administration of medication
- ensure that the Administration of Authorised Medication Record is completed for each child using the Service who requires medication. A separate form must be completed for each medication if more than one is required
- ensure that medication is not administered to a child being educated and cared for by WECC unless:
 - the administration is authorised by the child's parent or guardian, as listed on the child's enrolment form
 - it is administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner)

- it is administered from the original container with the original label clearly showing the name of the child
- it is administered before the expiry/use by date
- ensure that written and verbal notifications are given to a parent or other authorised person of a child as soon as practicable in the event that medication¹ is administered to a child in an emergency when consent was either verbal or provided by medical practitioners
- ensure that in the event of an asthma or anaphylaxis emergency, if medication is administered without authorisation, the parent of the child and emergency services are notified as soon as practical, in accordance with the child's asthma and/or anaphylaxis plan²
- ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child
- ensure that 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
- 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
- ensure that educators receive information about the medical and medication policies during their induction and that these policies are always accessible for viewing by WECC staff
- 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 WECC prior to administering asthma medications
- inform families of WECC's medical and medication policies 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 or Director):

- share any concerns or doubts with the Nominated Supervisor or Director about the safety of administering medications to ensure the safety of the child. The Nominated Supervisor or Director may seek further information from the family, the prescribing doctor, or Health ACT's Public Health Unit before administering medication
- **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 parent or authorised person 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, these 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 and current first aid qualifications in accordance with current legislation, regulations and licencing requirements. Both educators are responsible for checking the medication form is completed by the child's parent or authorised person, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the medication form. Medications will be returned to the locked medication container after use
- follow hand washing procedures before and after administering medication
- ensure that the instructions on the medication form are consistent with the doctor's instructions and the prescription label
- require the family to provide an English translation from the medical practitioner for any instructions written in a language other than English. Educators are not able to administer medication if the

¹ Other than prescribed medications, this may apply to paracetamol and Ventolin.

² In the event of an anaphylaxis emergency, WECC would send the child to hospital having followed the anaphylaxis plan. WECC would also send the child to hospital in the event of an asthma emergency.

instructions are not provided in English

Families will:

- notify educators, both via emergency detail forms and verbally, when children are taking any long-term medications
- complete a medication form and a first aid/risk management plan as applicable for children requiring medication while they are at WECC. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change
- be requested to sign consent to use prescribed or medicated creams and lotions should first aid treatment be required
- be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child for whom the medication has been prescribed. Expired medications will not be administered
- keep children away from WECC 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 form. The family will complete the medication 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 nominee
- provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication

Guidelines for administration of paracetamol

When families know that their child will require paracetamol during the day, this must be noted on the medication register upon arrival. The family must also provide their own paracetamol for use as directed by a medical practitioner. Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.

To safeguard against the over use of paracetamol, and to minimise the risk of masking the underlying reasons for high temperatures, educators will only administer paracetamol if it is discussed with a parent prior to administering. If the child is not coping in group care, WECC will ask that they be taken home.

If a child presents with a fever³ at WECC, the family will be notified immediately and asked to organise collection of the child as soon as possible.

The family will be encouraged to visit a doctor to determine 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

³ The Australian Government's Health direct information service defines a fever as a body temperature above 37.5° C (http://www.healthdirect.gov.au/fever-in-children?gclid=CP2yoe_vkciCFVgIvQodKqAAAtOhttp:%2F%2F)

- provide a cool, damp cloth for the child's forehead
- 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

Medication kept at WECC

Any medications, cream or lotion kept on WECC premises will be checked every three months 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, Director or Educational Leader who will arrange for the purchase of replacement supplies.

If a child's individual medication is due to expire or is 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.

Emergency administration of medication

- in the event of an emergency and where the administration of medication must occur, the Service must attempt to receive verbal authorisation from a parent or authorised nominee of the child named on the child's Enrolment Form as who is authorised to consent to the administration of medication
- if a parent of a child is unreachable, the Service will endeavour to obtain verbal authorisation from an authorised nominee named in the child's Enrolment Form who is authorised to approve the administration of medication
- if all of the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or 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 authorised person listed on the child's Enrolment Form

Emergency involving Anaphylaxis or Asthma

- for anaphylaxis or asthma emergencies, medication will be administered to a child without authorisation, following the action plan that has been provided
- the Service will contact the following as soon as practicably possible:
 - Emergency Services
 - a parent of the child
- the child will be comforted, reassured and moved to a quiet area under the direct supervision of a suitably experienced and trained educator

Evaluation

The administration of medications is practiced in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensure children receiving medications remain safe and receive appropriate care to meet their health needs.

Related policies /documents

- *Child protection*
- *Confidentiality*
- *Enrolment and orientation*
- *Medical conditions*

- *Medication and health statement*

Statutory legislation and considerations

- The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2015

Sources and references

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015
- Guide to the National Quality Standard – ACECQA 2018
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition) – <http://www.nhmrc.gov.au/guidelines/publications/ch55>
- NSW Department of Health – www.health.nsw.gov.au
- National Health and Medical Research Council – www.nhmrc.gov.au
- Health ACT – www.health.act.gov.au
- Australian Government Health direct – www.healthdirect.gov.au
- ECA Code of Ethics

Authorisation

John Rothwell

President

2017-18 WECC Management Committee

Woden Early Childhood Centre

Medication Record

Child's Name:

D.O.B:

- Please ensure that the medication register is completed correctly, with all of boxes under the **orange** heading completed by a parent or guardian. The remaining boxes must be completed by staff
- Fill out **a separate line for each** dose if multiple doses are required throughout the day and ensure the information is correct and matches the information on the medication you wish staff to administer.

To be completed by the parent/guardian or person authorised to collect child								To be completed by the Educators administering medication						
Name of medication	Last given		Time or event to be given		Reason	Dose to be given	How to give dose	Parent / guardian signature	Medications administered.		Dose Given	Method given	Name and Signature of Educator giving Medicine	Name and Signature of Witness to medicine being given
	time	date	Time	date					Time	date				

- If information is incorrect or not provided parents or guardians will be contacted for the information; seeking written instructions.
- If we are unable to contact a parent or guardian the medication will not be administered