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MEDICATION ADMINISTRATION POLICY

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Document# QA2-M1

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)(a)	The management of medical conditions, including asthma, diabetes or diagnosis that a child is at risk of anaphylaxis
91	Medical conditions policy to be provided to parents
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Introduction

This policy aims to ensure all educators of WECC understand their liabilities and duty of care to meet each child's individual healthcare needs. Educators are informed of children diagnosed with a medical condition and strategies to support their individual needs. All educators are specifically trained to be able to safely administer children's required medication 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 WECC.

Purpose

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

For children with a diagnosed healthcare need, allergy or relevant medical condition a Medical Management Plan must be provided by the parent/guardian prior to enrolment and updated regularly. A Risk Minimisation Plan and Communication Plan must be developed in consultation with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child (see Medical Conditions Policy).

Scope

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

Implementation

The Nominated Supervisor or Director will:

- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child
- 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
- 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:
 - administration is authorised by the child's parent/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, if 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 any person delivering a child to the Centre 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 children 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 always administer medications. 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 provide signed consent for the use of 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
- **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_vkclCFVglvQodKqAAAtQhttp:%2F%2F)

- provide a cool, damp cloth for the child's forehead
- monitor the child for any additional symptoms
- always maintain supervision of the unwell child, while keeping them separated from children who are well

Medication kept at WECC

Any medications, creams or lotions 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
- will endeavour to obtain verbal authorisation from an authorised nominee named on the child's enrolment form who is authorised to approve the administration of medication
- if all the child's nominated contacts are non-contactable, WECC must contact a registered medical practitioner or emergency service on 000
- in the event of an emergency and where the administration of medication was essential, written notice must be provided (after the fact) 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
- WECC will contact the following as soon as practicably possible:
 - a parent/carer of the child, or if unavailable
 - emergency services
- 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 to 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

- Australian Children's Education & Care Quality Authority. (2014). Australian society of clinical immunology and allergy. ASCIA. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018). Education and Care Services National Regulations. (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (amended 2020).
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Ed.)*. Australia: Commonwealth of Australia. NSW Government. (n.d.).
- Revised National Quality Standard. (2018).
- 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

Policy Reviewed	March 2022	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Additional information for Approved provider and educators • Minor punctuation and wording edits • Added review table with modifications • Sources and references checked and added to • New format 	May 2022	May 2025
Policy Reviewed	July 2018	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	July 2018	July 2021
Policy Reviewed	May 2013	Ratified Date	Next Review Date
Modifications	<ul style="list-style-type: none"> • Existing Policy 	May 2013	May 2016

Authorisation

Paul Halloran
 President
 2021-22 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**