

Administration of Authorised Medication Policy



NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

National Regulations

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

EYLF

LO3	Children take increasing responsibility for their own health and physical wellbeing. Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
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Aim

Gloucester Pre-School and Early Years Learning Centre and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the Service.

Related Policies

- Emergency Service Contact Policy
- Enrolment Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy

Implementation

Gloucester Pre-School and Early Years Learning Centre and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication 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 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
- children's medication is regularly audited to ensure it has not expired, and is in the original container with legible labels
- training is provided for educators as required including in the administration of emergency medication like EpiPens and asthma inhalers, and where there are special requirements for administering medication eg nebulisers.

Administration of Medication (non-emergency)

Educators will administer medication to a child if it complies with our policy requirements and:

1. if the medication is authorised in writing by a parent or another authorised person and
 - is the original container
 - has not expired
 - has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
 - is administered in accordance with any instructions on the label or from the doctor.
2. 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.

Over the Counter Medication (non-prescription medication)

Our Service does not encourage the administration of over the counter medication unless it has been prescribed by a medical practitioner. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals. However, we will administer nappy cream and sunscreen without prescription if a parent or authorised person authorises this.

Unless the child has a medical emergency (see below), the Nominated Supervisor is the only person that has the authority to accept written authorisations to administer Over-the-Counter pain relief medication, including medication like Panadol, Nurofen, Ibuprofen and paracetamol. Where parents (or person they've authorised on the enrolment form) have not already authorised administration in

writing the same day, we may agree to administer the pain relief medication after speaking with a parent (or person they've authorised on the enrolment form), but we must first receive written authorisation, for example via email, consistent with that below.

I, <insert name of parent or other authorised person> authorise the administration of <insert name of medication eg Panadol> to <insert child's name> in line with the dosage and instructions accompanying the medication. I understand that pain relief medication may mask the symptoms of serious illnesses and that I'm advised to take my child to see a medical professional as soon as possible. If required by the Service, I, or another authorised person, will collect <insert child's name> within <insert agreed timeframe>.

Anyone delivering a child to the Service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (eg Epipens) and asthma puffers will be stored up high in rooms so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a locked labelled container in a cabinet or fridge. Non-refrigerated medication will be kept away from direct sources of heat.

Administration of Medication in emergencies other than anaphylaxis or asthma emergencies

1. Educators will administer medication to a child in an emergency:
 - if a parent or another authorised person verbally authorises the administration of the medication or
 - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent, and provide written notice to the parent, as soon as possible.
4. The Nominated Supervisor will ensure the Service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

Administration of Medication during Anaphylaxis or Asthma Emergencies

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child's parent in writing as soon as possible.

5. The Nominated Supervisor will ensure the Service completes an Incident, Injury, Trauma and Illness Record.

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
- 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 administered next
- 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 supplied by the xplor app or the template published by the national authority ACECQA www.cecqa.gov.au

Sources

Education and Care Services National Law and Regulations

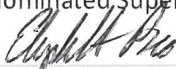
National Quality Standard

Early Years Learning Framework


Review

The Management, Employees, Families and interested parties will monitor and review the effectiveness of this Policy regularly. Updated information will be incorporated as needed.

- Reviewed by: Elizabeth Price
Date: 13/6/2024

Position: Nominated Supervisor
Signature: 

- Accepted by Committee Member: *Catherine Wiercud*
Date: 18/06/24

Position: *VP*
Signature: 

- Previously reviewed: 30/5/2023

Date for next review: 13/06/2025



Medication Form

Child's Name: Date:

Form completed by:

Name of Medication:

Date of Expiry:

Is this medication prescribed by a registered Doctor? Yes No

Doctor's Name:

Reason for Medication:

.....

Medication to be administer by (eg measurement spoon, ampoule, injection etc)
and/or circumstances to be administered (eg when coughing, short of breath)

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Dosage:

Medication Last Administrated: Date: Time.....

Time to be administered:

Does the medication need to be refrigerated? Yes No

Parent/Guardian signature: Date:

To be completed after administration of medication:

Child's Name: Date:

Name of Medication: Dosage:

Manner in which the medication was administered (add reason if required)

..... Time of administration:

Name of educator administering: Signature of educator administering.....

Name of witness Signature of witness.....

Parent/Carer to sign when collecting the child & copy of completed medication form is received.

Parent Name: Parent Signature:

Staff to initial when each of the following steps are completed

Copy 1: Child's File Copy 2: Medication File Copy 3: Parent

Medication Record for Long Term Medication Child's name: Date of birth:

Name of Medication: _____ Reason for Medication _____ Doctor's Name _____

To be completed by the parent/guardian						To be completed by the educator when administered							
Name of medication	Last administered	To be administered (or circumstances to be administered)	Date		Method of administration	Signature of parent/Guardian	Medication administered	Dosage Administration	Method of administration	Name of educator administering	Signature of educator administering	Name of witness	Signature of witness
			Time	Date									

