

## Administration of Medication Policy

<b>Published</b>	<b>June 2018</b>
<b>Review Date</b>	<b>December 2019</b>
<b>Sources</b>	<p>Education and Care Services National Regulations, October 2017</p> <p>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017</p> <p>Guide to the National Quality Standard, February 2018</p> <p>Staying Healthy in Childcare 5<sup>th</sup> Edition December 2012</p> <p>Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW Department of Education and Communities, August 2014</p>

### Aim:

To maintain a high standard of care in relation to the storage, dispensation and recording of children's medicine, in accordance with the National Regulations, and relevant health authority recommendations.

### Explanation:

The requirement of medication in most cases indicates the presence of illness. To reduce the risk of spread of infection within the Educators home, educators, parents and children are required to follow the guidelines set out in the Exclusion Policy.

In this policy the term medication also refers to medicated creams and lotions.

Non- Prescription Medications (including medicated or herbal/homeopathic creams and lotions) will not be administered to children whilst in Family Day Care unless they are accompanied by a letter from the child's Doctor or covered by a Health Management Plan (e.g. Ventolin for Asthma, antihistamine for allergies, cough medicines).

Paracetamol (including Panadol and Nurofen) will only be administered whilst a child is in care if they have a temperature of 38.5 degrees or above and authorisation has been provided for this practice to occur on the child's enrolment form (please also see Exclusion from Care Policy). Otherwise these medications will not be administered for illness. Recent research has shown that the administering of paracetamol in children with fevers and pains does little to assist the child to get better.

Paracetamol or Nurofen may be given to children who are teething if requested by the parents, and at the discretion of the Educator in consultation with CCEL Coordination staff.

Country Children's Early Learning Pty Ltd acknowledges administering medication should be considered a high-risk practice. Authority must be obtained from a parent or legal guardian before Educators will administer any medication (prescription, over the counter or herbal/homeopathic). Families place a high level of trust and responsibility on Educators when they are administering medication to children, or observing older children self-administer.

***Medication may be administered to a child with out an authorisation in the case of an anaphylaxis or asthma emergency. If this occurs the parent of the child and emergency services must be notified as soon as is practicable.***

**Responsibilities:****In relation to Co-ordination Unit Staff:**

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to the administration of medication
- Provide parents with relevant information about health management policies and practices when starting, and regularly after that through newsletters
- Provide resources and information to Educators and parents on health matters when required
- Provide forms for Educators to record relevant health and medication details
- Support parents and Educators when dealing with health management matters
- Safely store confidential health and medical details on children until they reach the age of 25 years
- Keep up to date on current health management practices
- Monitor the storage and administration practices of Educators in their homes and venues during routine visits

**In relation to Educators:**

- Abide by their obligations under the current Education and Care Services National Regulations and the relevant National Quality Standard in relation to the administration of medication
- Ensure medication is administered to a child only from its original packaging
- Ensure medication is only administered to a child enrolled in the service, and with written permission from the child's parent or legal guardian using the Medication Authority Form
- Forward Medication Authority Forms to the Co-ordination Unit for storage once the form is complete
- Ensure written instructions from the parent are consistent with the instructions on the Medication, or as prescribed by a doctor
- Ensure that the medication has not passed its used by date
- Over the counter medication is only to be administered if it is in its original container
- Prescription medication is only to be administered if it is from a container that bears the original label with the name of the child to whom it is prescribed
- Details of the administration of medicine must be recorded on the child's medication record
- Any medication that is kept in areas accessible to the Family Day Care children needs to be kept in a locked cupboard that is at least 1.5 metres off the ground
- Any medication that needs to be stored in the fridge it needs to be kept in a small, portable, lockable container
- Store medical information in a safe and secure place
- Maintain confidentiality in regard to a child's medical condition
- In the case of medication being required in an emergency without prior consent, ensure every attempt is made to secure verbal consent from the child's parent or legal guardian, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on **000**
- Keep parents informed of service requirements on the administering of medications
- If children require long term medication ensure that a medical management plan is completed by the child's doctor (Long Term Medication is medication that is required by a child for longer than a 1 week period)

- Refer to the services Dealing with Medical Conditions Policy for children who have Medical Management Plans and who may require long term medication
- Comply to the management plans of children with chronic health problems, such as Asthma, Epilepsy, Diabetes a severe allergy or anaphylaxis
- Ensure medications are stored correctly and securely away from access by children
- Discuss any concerns about administering medication with parents and if necessary Co-ordination Unit staff

#### **In relation to Families:**

- Provide a summary of the child's health, medications, allergies, doctor's name, address and phone number, and a Health Management Plan approved by a Doctor, if available, to the Co-ordination Unit staff and Educator prior to starting care, and ongoing as required
- Keep the Educator up to date with any changes to a child's medical condition or Health Management Plan
- Provide medication in its original packaging
- Always hand any medication directly to your Family Day Care Educator for safe storage
- Ensure that there is no medication stored in your child's bag
- Complete the Medical Authority Form authorising the Educator to administer medication to their child, on a daily basis as required
- Request the Educator to administer only the recommended dosage on the original medication package
- Seek a doctors certificate for a child if requested by the Educator

#### **In relation to Self-Administration of Medication:**

A child over pre-school age may self-administer medication under the following circumstances:

- If the Educator and parents have discussed the child's ability to self-medicate and both are comfortable with the child being able to perform this task appropriately and responsibly
- If written authority is provided by the child's parent or legal guardian
- An individual guideline of procedure is written with input from the Educator, parent and child to ensure that the administration of self-medication is conducted in a safe and appropriate manner
- If they are supervised by an Educator
- If the medication is for long-term health management i.e. asthma

#### **Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Co-ordination Staff accessing current relevant information
- Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

#### **Policy Review**

<b>Date Revised</b>	<b>Comments</b>
November 2011	Responsibilities for Educators: added relevant regulations and quality standards in relation to new Education and Care Services National Regulations and National Quality Standard, added Procedures for administering medication, added information regarding self-administration of medication

January 2013	Added information for In Home Care
January 2013	Scheduled Policy Review, removed 112 Phone number for mobile phones
August 2014	Scheduled Policy Review – added specific information and reference to Dealing with Medical Conditions Policy for children who require long term medication
September 2014	Added Anaphylaxis Guidelines for Early Childhood Education and Care Services in Sources
July 2015	Added information about safer storage of medications
January 2016	Scheduled Policy Review – No changes made
June 2018	Update sources
January 2019	Regulation 94 added
February 2019	Creasm and Lotions.

## Procedure for Administering Medication

- Wash hands
- Collect child's medicine from the safe storage area
- Check the medicine to ensure that it has the correct child's name on it, is in date and what the correct dosage amount is
- Check the last time that the medication was administered to the child
- Put the exact dosage amount into medicine cup/syringe, ensuring that only the amount specified on the label is given
- Give the medicine to the child
- If using disposable medicine cups/syringes dispose of immediately
- If using re-useable medicine cups/syringes wash them thoroughly in hot soapy water
- If administering creams/gels to a child put on gloves before administering, removing the gloves once the cream/gel has been administered
- Return the medicine to the safe storage area
- Wash your hands
- Fill in the Medication Report
- Monitor the child to ensure they do not have any reactions to the medication