

## Policy Statement

This policy acts to ensure that:

- A high standard of care in relation to the storage, dispensation and recording of children's medicine, in accordance with the current National Regulations and relevant health authority recommendations is maintained
- Any medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing

## Explanation

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

Non- Prescription Medications will not be administered to children whilst at the service 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 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.

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 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.

## Goals

- Families requesting the administration of medication will be required to follow the guidelines developed by the service to ensure the safety of children and Educators
- The service will follow legislative guidelines and standards in order to ensure the health and safety of children, families and Educators at all times

**Policy Created**  
February 2016

**Policy Last Updated**  
November 2023

**Policy Review Date**  
November 2025

## **Strategies**

### **Administration of Prescribed Medication**

- Prescribed medication, authorised medication and medical procedures can only be administered to a child:
  - With written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to the administration of medication
  - With 2 educators in attendance, one of whom must be the Responsible Person
  - Where the service is operating with a Sole Educator or Family Day Care Educator medication can be administered without another Educator in attendance
  - If the prescribed medication is in its original container bearing the child's name, dose and frequency of administration

### **Self-Administration of Medication**

- A School Age Child 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

### **Medications Kept at the Service**

- Any medication, cream or lotion kept on the education and care premises will be checked every month for expiry dates
- If a child's individual medication is due to expire or running low, the family will be notified by Educators that replacement items are required
- No medication will be administered if it is past the expiry date

## **Procedure for Administering Medication**

- Medication is only to be administered by the Responsible Person on Duty or the Family Day Care Educator
- 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
- Verify the correct dosage and correct child with another Educator if 2 Educators are in attendance
- Give the medicine to the child, with another Educator witnessing if 2 Educators are in attendance
- 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

## **Roles and Responsibilities**

### **Approved Provider/Nominated Supervisor**

- 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
- Ensure that a medication record is developed for each child requiring medication at the service
- Ensure any medication record contains the required information under the Education and Care Services National Regulations
- 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 at the service

### **Responsible Person and Family Day Care Educators**

- 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 or Long Term Medication Record
- 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 bares 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
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent must accompany the medication. The written permission note must contain:
  - Name of child
  - Name of medication
  - Details of the time and date the medication was last administered
  - Details of the date, time and dosage to be administered
  - Where required, indicate if the child is allowed to administer the medication themselves or have an Educator do it
  - Signature of parent
- Educators will only administer medication during the services operating hours
- Educators will only administer medication according to the time and date recorded on the medication record, Educators cannot administer medication outside of these times or dates
- Educators will set an alarm on the service phone as a reminder for when the medication needs to be administered, and to which child

- Any medication that is kept in areas accessible to the children needs to be kept in a locked cupboard, or a portable locked container that is at least 1.5 metres off the ground
- Any medication that needs to be stored in the fridge 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 with the management plans of children with chronic health problems, such as Asthma, Epilepsy, Diabetes, a severe allergy or Anaphylaxis
- Discuss any concerns about administering medication with parents and if necessary Service Coordinators
- Notify families when their child's medication is due to expire so a replacement can be obtained prior to the expiry date

## **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 Service Coordinator and Educator prior to starting care, and ongoing as required
- Keep the Educators 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 Educators for safe storage

- Ensure that there is no medication stored in your child's bag
- Complete the Medication Record authorising Educators to administer medication to their child, on a daily basis or as required
- Request the Educator to administer only the recommended dosage on the original medication package
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent must accompany the medication. The written permission note must contain:
  - Name of child
  - Name of medication
  - Details of the date, time and dosage to be administered
  - Where required, indicate if the child is allowed to administer the medication themselves or have an Educator do it
  - Signature of parent
- Seek a doctor's certificate for a child if requested by the Educator
- When requested provide new medication to replace soon to be expired medication

## **Continual Monitoring and Improvement**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

### **LINKS TO:**

- **Education & Care Services National Law**  
Section 167
- **Education & Care Services National Regulations**  
90, 92, 93, 94, 95, 96,  
168, 169, 170, 171, 172,  
177, 181, 182, 183, 184
- **National Quality Standards/Elements:**  
2.1, 2.1.1 7.1.2
- **Child Safe Standards**  
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

## SOURCES

- Education and Care Services National Regulations
- Education and Care Services National Law
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standard
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Staying Healthy in Childcare 5<sup>th</sup> Edition
- Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW Department of Education and Communities

## LINKS TO OTHER POLICIES:

- Acceptance & Refusal of Authorisations
- Administration of First Aid
- Child-Safe Environment
- Covid-19
- Enrolment & Orientation
- Handwashing
- Incident, Injury, Trauma & Illness
- Immunisation
- Infectious Diseases