D-20 Medication

NQS

QA. 2.1	Health.
QA. 2.2	Safety.
QA. 4.2.2	Professional standards.
QA. 6.1	Supportive relationships with families.
QA. 6.2.2	Access and participation.
QA.7.1.2	Management systems.

National Regulations

Reg. 85	Incident, Injury, Trauma and illness policy and procedures
Reg. 86	Notification to parent of incident, injury, trauma and illness
Reg. 87	Incident, injury, trauma and illness record
Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 95	Procedure for administration of medication
Reg. 96	Self-administration of medication
Reg. 136	First aid qualifications
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider

My Time, Our Place

LO. 1	Children and young people have a strong sense of identity
	Children and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and safety.

Policy Statement

We aim to ensure the proper care and attention of all children through following specific guidelines regarding all medications administered to the children. To ensure the interests of educators, children and parents are not compromised; medication must be in its original packaging and will only be administered with the explicit permission of the parents or, in the case of an emergency, with the permission of a medical practitioner (Regulation 93).

Related Policies

- Sylvania Heights BASC Policy A-4: Enrolment

- Sylvania Heights BASC Policy A-10: Acceptance and Refusal of Authorisations
- Sylvania Heights BASC Policy A-11: Maintenance of Records
- Sylvania Heights BASC Policy A-17: Privacy and Confidentiality
- Sylvania Heights BASC Policy D-1: Dealing with Medical Conditions
- Sylvania Heights BASC Policy D-10: First Aid
- Sylvania Heights BASC Policy D-16: Asthma
- Sylvania Heights BASC Policy D-17: Anaphylaxis

Procedure

As per Regulation 95, if medication is administered to a child being educated and cared for by a service, the medication must only be administered:

- if the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date; or
- from its original container, bearing the original label and instructions and before the expiry or use by date

Non-prescription medication will only be administered at the Centre from its original container bearing the original label and instructions for administration, and before it's expiry date.

Medication will only be administered by the Certified Supervisor or First Aid Trained staff member during service operating hours.

Written authorisation from the parent or guardian must be sought prior to medication being able to be administered, or for a child to self-administer medication. Verbal approval of a medical practitioner or parent/guardian may be accepted in the case of an emergency, as per Regulation 93. Authorisation from anyone other than the parent/ guardian or medical practitioner cannot be accepted.

Under Regulation 94, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the approved provider or Nominated Supervisor must ensure that both the parent of the child and emergency services are notified as soon as practicable.

Parents who require medication to be administered to their child at the Centre must complete the *Authorisation to Administer Medication Form* (see A-10 Acceptance and Refusal of Authorisations Policy) providing the following information:

- the name of the child
- the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- the name of the medication to be administered
- the time and date the medication was last administered

- the time and date, or the circumstances under which, the medication should be next administered
- the dosage of the medication to be administered
- the manner in which the medication is to be administered

The Nominated Supervisor or Responsible Person will ensure the details on the form are clear and clarify any questions they may have prior to accepting the authorisation.

Medication must be given directly to the Responsible Person and not left in the child's bag. The medication will be clearly marked and stored out of reach of children. Medication that requires refrigeration will be stored in a locked box in the fridge, all other medication will be stored in the locked first aid cupboard. Adrenaline auto injectors such as Epi-pen and Anapen are to be kept out of reach of children and not locked away.

If anyone other than the parent is bringing the child to the Centre, written authorisation from the parent, or other authorised nominee, including the above information, must accompany the medication.

An exception to the procedure is applied for asthma medication in which case the child may carry their medication on their person with parental permission. Where the child carries their own asthma medication, they must report their use of the puffer to an educator as soon as possible after administering. The Centre will maintain a record of this medication administration including the time, the educator advised and if the symptoms were relieved.

Administration of Medication

Before medication is given to a child, the Responsible Person (holding a current First Aid Certificate) administering the medication will verify the correct dosage with another staff member who will also witness the administration of the medication.

After the medication is given, the Responsible Person will record the details on the *Authorisation to Administer Medication Form*, including:

- the dosage that was administered
- the manner in which the medication was administered
- the time and date the medication was administered
- the name and signature of the person who administered the medication
- the name and signature of the person who verified and witnessed the administration of the medication

Where a medical practitioner's approval is given, an educator will complete the *Authorisation to Administer Medication Form* and write the name of the medical practitioner for the authorisation.

Where medication for treatment of long-term conditions such as asthma, epilepsy, or ADHD is required, the Centre will require an individual medical management plan from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage and how the condition is to be managed in the service environment.

To support children to take increasing responsibility for their own health and wellbeing, specific consideration will be given to children who are carrying medication in their school bags to self-medicate, only when written authorisation has been provided by the parents/guardian (Regulation 96). In the event of a child having permission to self-medicate, this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. This plan must be provided by the doctor. In one-off circumstances, the service will not make an exception to this rule and will require the parents to complete the procedure for the educators to administer the medication.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Children (Education and Care Services National Law Application) Act 2010
- Privacy Act 1988

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