

HS7 – ADMINISTRATION OF MEDICATION POLICY AND PROCEDURE

Administration of Medication Policy [HS5]

Policy Statement

Little.ly Early Learning Centre supports the health and wellbeing of all children. This includes the safe administration of prescribed and non-prescribed medications. Medication given for the correct reasons can ease children of symptoms and make them feel more comfortable and settled. We see administering medication as a high-risk task and take all necessary precautions to ensure this process takes place safely and respectfully.

Purpose

To ensure all Educators and staff of at Little.ly Early Learning Centre can safely follow the procedure and administer children's required medication with the written consent of the child's parent or guardian.

Scope

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

Procedure

Medication refers to any prescribed or non-prescribed substance that is used to prevent or treat illness. This can include oral medication, injections, eye and ear drops, creams and oils. This does not include food and beverages. Medication will be safely administered to children at the reasonable request of families or if an educator identifies a suitable medical need. Medications will be administered in relation to the legislative guidelines and standards.

Management will:

- Staff and families are familiar with the administering medication policy
- That the service has adequate and safe storing space for medication
- Ensure the service has a medication form that meets the regulatory requirements

- Conduct regular reviews of completed medical forms to ensure they are being completed correctly
- Medication forms are filed and stored confidentially
- Medication forms are kept for the prescribed length of time
- If medication is administered without authorisation in the event of asthma or anaphylaxis emergency the parent of the child and emergency services are notified as soon as practicable.
- If the administering of medication presented an imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.

Educators/Staff will:

- Be trained in the administration of medication policy
- In the event that medication is administered incorrectly, you will report to the management team immediately and to the regulatory authority within 24 hours
- Will inform families if a child's existing medication is running low
- Families are required to complete a long-term medication form for all ongoing lotions and creams.

When Receiving Medication:

- Ensure family member has completed the medication form and given written authorisation when submitting medication
- Ensure you have a discussion confirming – when how much and why the medication is being given
- If a child becomes ill an educator can receive over the phone consent from the family. The educator can fill out the medication authority on the family members' behalf and have this confirmed by a 2nd staff member who will double-check the over-the-phone consent. This consent must include specific detail about what medication, how much, when and why it's being administered

Prescribed Medication:

- Medication is prescribed by a registered Medical Practitioner (with instructions either attached to the medication, or in written/verbal form from the Medical Practitioner);
- Medication has the original label clearly showing the name of the child
- Medication is before the expiry/use-by date.

Non-prescribed Medication:

- Medication is in its original container with the child's full name handwritten.
- The Medication has full administration instructions on its packaging for educators to refer to
- Medication is before the expiry/use-by date.

Storing Medication:

- Medication should never be left in child's bag or locker
- Medications that require refrigeration should be stored in the kitchen refrigerator in a locked medication container
- Medications not requiring refrigeration should be kept in a labelled and locked container or cupboard up high and inaccessible to children
- Medications such as Asthma puffer and EpiPen should be stored up high inaccessible to children in an easy-to-access location for educators.

Administering Medication:

Ensure 2 educators administer and witness at all times [one of the educators has to have an approved first aid qualification]

Both Educators Will Be Responsible For:

- Checking the medication form has been authorised by the family and dated correctly
- Checking the medication form for the name of the child, name of the required medication, dose, time and date and the way in which the medication is administered.
- Checking that all information on the form is in line with the instructions labelled on the medication.
- Educator administering medication is to wash hands, measure out the medication in accordance with the medication form, administer medication as required, and complete and fill out the medication form with details of – the name of the medication, time, date, and dose.
- 2nd educator to witness each previous step separately and sign, name and date medication as a witness only if they have participated in the process.
- Return medication back to the safe stored area

Family Collecting Medication:

- On the family's arrival collect the medication and hand it over to the family

- Never place the medication in child’s bag or locker
- Discuss with the family the administration of the medication and family member to sign and approve the medication given on the medication form
- Medication from to be stored in a medication folder in the office.

Emergency Medical Care

- When a child is in need of medication and the family’s primary caregivers/parents cannot be contacted the service will seek authorisation fort from emergency contact and secondly from medical experts such as ambulance offices if needed

National Quality Standards (NQS)

Quality Area 2: Children’s health and safety		
2.1	Health	Each child’s health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child’s well-being 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, practised and implemented.

Education and Care Services National Regulations

90	Medical conditions policy
----	---------------------------

91	Medical condition policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement
95	Procedure for administration of medication

Related Documents and Links

- Australian Children’s Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services
- National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Staying Healthy in Child Care – Fifth Edition.
- Department of Health – www.health.nsw.gov.au
- National Health and Medical Research Council – nhmrc.gov.au

Policy Review

Policy Reviewed	Modifications	Next Review Date
Implemented February 2019		February 2020
February 2020	Inclusion of over-the-phone consent	February 2021