



**Emmerick Street Community Pre-School**  
**15 Emmerick Street, Lilyfield**

# **PROCEDURE**

Policy Name:	<b>ADMINISTERING MEDICATIONS PROCEDURE</b>
Policy Number:	<b>QA 2 005</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>OCTOBER 2012</b>
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Review date:	<b>AS NEEDED</b>

### 1. Background

Ensuring the health and safety of children and staff whilst supporting the children's ongoing wellbeing is a core focus of the delivery of an Education and Care Service.

Educators in services need to be aware of the possibility of having to administer medication to young children whilst in care.

### 2. Links to other policies

Medical Conditions & Medications Policy

Medical Conditions - Anaphylaxis Management Policy

Medical Conditions - Asthma Management Policy

Medical Conditions - Diabetes Management Policy

First Aid Policy

Incidents, injuries and trauma policy

### 3. Aim

To provide the necessary procedures for the safe administration of all medications and storage of medications to children at the preschool.

### 4. Procedures

#### 4.1. Procedures to be followed by families.

Families must:

Give the medication directly to the nominated Supervisor or responsible person and not leave it in the child's bag or locker;

Fill in a medication record form for any medication (including prescription, over-the-counter and homeopathic medications) that needs to be administered to their child at the service;

If the parent/guardian is unable to fill in the form they may write or email the permission to administer the medication stating the name of the medication, the dosage, last time it was administered and the time of day for staff to administer it. This may also include a description of circumstances under which the medication should be given for 'as needed' medications. This will be kept in the child's file and the parent will fill in the medication record when at the service.

#### 4.2. Permission for administering medication

Unless a medical emergency, medication will not be given to the child without written permission from the parent (see Medical Conditions Policy and First Aid Policy);

In an **asthma or anaphylaxis medical emergency** medication may be administered to any child without authorisation from the parent (as per part 4.3, regulation 94 of the National Regulations).

#### 4.3. Medication storage

All medication will be stored in the medication box, in the kitchen, out of reach of children, but readily accessible to educators/staff, and in accordance with the medication requirements;

Prescribed and emergency medications will be taken on excursions in the excursion backpack.

### 4.4. Communication

The Nominated Supervisor will:

Provide a medication record to families when their child requires medication to be administered;

Nominate a staff member to administer the medication each day that it is required;

Notify the parent of the staff member nominated to administer the medication to their child;

Notify all staff of children who require medication to be administered each day;

Notify the nominated staff member of their responsibility to administer the medication for that child for the day;

Place the medication record in the 'Medication to be Administered' notification area and notify all staff of this.

Provide the medication record to the families at pick up time for them to sign that the medication has been administered.

Families will:

Complete a medication administration record form with the time and dosage of the medication. If there is to be multiple times a new row will need to be filled in for each time.

Give the completed medication form to the Nominated Supervisor.

Sign the medication record on pick up of their child to confirm medication has been administered.

Staff will:

Check the Medication to be Administered Notification area each day for children who need medication.

Complete the medication record form after administering the medication if designated as the nominated person administering the medication.

All medication must be administered:

by a staff member with a First Aid Certificate;

- This staff member will be nominated at the start of the day by the Nominated Supervisor and will be responsible for administering the medication for this child. If this person leaves for the day they must "hand over" responsibility to another named person.

from its original container/packaging;

within the expiry date;

At the designated time;

- The nominated staff member must ensure this is done by using appropriate strategies such as setting a timer, telling another staff member and checking the "Medication to Administer" notification area.

taking into account the last time the medication was administered to the child ( this should be filled out on the medication record);

with a second staff member checking the dosage of the medication and witnessing its administration;

recording the details of the administration in the medication record;

with parents signing the medication record at the end of the day to confirm that the medication has been administered by the Nominated person;

Prescribed medication must be:

prescribed by a registered medical practitioner;

administered from a container that bears the original label with the name of the child to whom it is prescribed;

given in accordance with the instructions on the packaging, written on the medication or provided by a registered medical practitioner.

Over the counter medication (non-prescribed)

Must be administered from the original packaging, applicable to the child's age, with clear dosage instructions;

Parents must write and sign an endorsement to confirm their child has had the non- prescribed medication before on at least 3 occasions, and has not had a previous allergic reaction to the medication. This can be sent by email or in person;

Parents print the child's name clearly on the medication to ensure the correct medicine is given to the correct child.

### 4.5. Emergency Medication

Emergency medication for asthma and anaphylaxis will be administered as per the Medical Conditions and Medication, Asthma and Anaphylaxis policies;

Emergency medication will be administered in accordance with Asthma and Anaphylaxis first aid training by a staff member with a First Aid Certificate.

## 5. Evaluation

Medication is administered to children and stored at the preschool with safe and reliable procedures. Children who require medication at preschool are given the medication by staff when needed.

### **Relevant Legislation**

Children (Education and Care Services National Law Application) Act 2010, 104;  
Education and Care Services National Regulations 2011: 92, 93, 95.

### **Sources**

Guide to the Education and Care Services National Regulations (2011),  
Education and Care Services National Regulations 2011: 92,93,95;  
Staying Healthy in Early Education and Care Services, 5<sup>th</sup> Edition, NHMRC, 2013.