**5.12**

**ADMINISTRATION OF MEDICATION**

Administering Medications Policy

Quality Area 2 Children’s Health and Safety

**Aim**

St Peter’s Preschool will facilitate effective care and health management of children who are taking medications for health problems, prevention, and management of acute episodes of illness or medical emergencies by safely administering medication in compliance with the Education and Care Services National Regulations 2011.

Legislative Requirements

St Peter’s Preschool and all staff members/educators must ensure all operations are compliant to the Education and Care Services National Regulations 2011. Failure to meet the below requirements is a criminal offence and may result in fines of up to $22,000.

Implementation

To facilitate effective care and health management of children who are taking medication for a health problem, prevention, and management of acute episodes of illness or medical emergencies requiring administration of medication, the educators of St Peter’s Preschool will:

Ensure medication is administered to a child only from its original packaging. Prescribed medications must only be administered to the child for whom it has been prescribed, from a container bearing a pharmacy label showing the child’s name, and a current/valid use by date, in accordance with any doctor’s instructions relating to the administration.

Ensure families provide a summary of the child’s health, medications, allergies to medication or other substances, the doctor’s name, address, and phone number, following enrolment and prior to the child starting in the service.

Ensure medication is only administered to a child enrolled at St Peter’s Preschool with the written permission of the child’s parent or legal guardian. This permission must be accompanied by parent/guardian’s signature.

If an educator feels doubt about the safety of administering any medication or treatment, the medication or treatment should not be administered, and the matter should be referred to the Nominated Supervisor who will obtain advice from the parent, doctor, or the local Public Health Unit.

Before administering medication, check that the instructions on the **Administering Medication Form** are consistent with both the doctor’s instructions and the name and instructions on the label. If there is any doubt or inconsistency, the educators or Nominated Supervisor should check with the doctor or pharmacist and advise the parent if it is considered the medication should not be administered.

The educator who is administering the medication must have another educator available to check the medication and dosage. They must complete an **Administering Medication Form** and advise parents of the child to whom medication has been given the following:

* name of the medication,
* date, time, and dosage of administration,
* name of the person who administered the medication,
* name of the person who checked the medication.
* out of date mediation must not be administered, and parents are to be immediately informed that the medication is out of date.

Ensure an **Administering Medication Form** is completed and signed for every child and for each medication.

Keep the **Administering Medication Form** in a secure and confidential file, health records are required to be kept for a minimum of 6 years or in the case of a child until the child turns 24 years old.

Educators must advise parents and families that the administration of homeopathic, naturopathic, over the counter or non-prescribed medications (including cold preparations and paracetamol) also needs to meet minimum legislative requirements and these guidelines include providing an **Administering Medication Form**, written instructions and dosage from a health professional prescribing, or dispensing the medication. **Do not give any unidentifiable medicine, or medicine that does not meet the above guidelines.**

Be aware that homeopathic, naturopathic, herbal, and over-the-counter medications also have adverse effects and risks.

Be aware that antibiotic resistance is an emerging problem for children in childcare, and educators administering antibiotics should ensure that they are administered according to instructions.

If any medical or first aid information, instructions or medication labels are written in a language other than English, ask the family to obtain an English version from their doctor or pharmacist to provide to the Preschool.

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.

Educators are to ensure families and carers understand and acknowledge each other’s responsibilities under the relevant legislation, the Preschool policy, and these guidelines.

The educators of St Peter’s Preschool must be informed of any child enrolled who has a chronic health problem such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid. A risk minimisation plan must be completed by the parent and the Nominated Supervisor. A current list of children with health conditions is in the kitchen area and on the morning tea trolley.

Educators must ensure that medication is securely stored in a locked cupboard away from access by children. Medication that requires refrigeration (e.g., eye drops, antibiotics, syrups) should be stored, in a separate compartment, or in a childproof container in the fridge.

If any emergency arises where there is doubt or concerns about the child’s safety, the educators must act in the best interests of the child’s safety and health, by contacting the family, a doctor, the Nominated Supervisor, or call 000 for an ambulance.

Ensure all medication, emergency treatment and medical management policies are consistent with what is required by the relevant legislation, these guidelines and by the Preschool’s public liability insurance policy.

If there is a disagreement within the family about a child taking a certain medication, including between custodial and non-custodial relatives ECED will be contacted for advice. No medication will be given until ECED reaches a decision.

**No medication will be given out if these guidelines are not followed.**

**Source**

**Education and Care Services National Regulations 2011**

**National Health and Medical Research Council. (2012). *Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (5th Edition).***

Copy of Medication Record is Appendix 6 of this Policy.

Review. **The policy will be reviewed annually.**

The review was conducted and approved by

Board of Management President on behalf of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Nominated Supervisor behalf of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medication Record**

Childs name: ......................................................................................................... Date of birth: ...................................................................................................

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To be completed by the parent/guardian | | | | | | | | To be completed by the educator when administered | | | | | | | | |
| Name of medication | Last administered | | To be administered (or circumstances to be administered) | | Dosage to be administered | Method of administration | Signature of parent/Guardian | Medication administered | | Dosage Administration | Method of administration | Name of educator administering | Signature of educator administering | Name of witness | Signature of witness | Initial of Parent/Guardian |
| Time | Date | Time | Date | Time | Date |
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