



MEDICATION POLICY

Quality Area 2: Children's Health and Safety

INTRODUCTION

In supporting the health and wellbeing of children the use of medications may be required by children at the education and care service. Any medication 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.

GOALS/ WHAT ARE WE GOING TO DO?

Families requesting the administration of medication will be required to follow the guidelines developed by Orchard Early Learning Centre to ensure the safety of children and educators. Orchard Early Learning Centre will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

STRATEGIES / HOW WILL IT BE DONE?

The Approved Provider will:

Ensure that Orchard Early Learning Services have an individual medication record for each child requiring medication. The medication record must detail the following:

The name of the child, authorisation to administer medication signed by a parent or 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 next be administered, the dosage of the medication to be administered, the manner in which the medication is to be administered.

The Nominated Supervisor will:

- Ensure that medication is only administered by permanent Orchard Early Learning Centre educators.
- When Medication is administered, a responsible person must be present at all times.

Educators will:

- Any educator who receives medication from a family for a child, holds the responsibility to make the NS aware of its presence at the centre.
- Not administer any medication without the authorisation of a parent or person with authority, except in the case of an emergency, when the written consent on an enrolment form, verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.





MEDICATION POLICY

Quality Area 2: Children's Health and Safety

- Ensure that prescribed medication or over the counter medication is in date, has a pharmacy label with the child's name and instructions for use.
- Ensure that medications are stored as per individual medication storage instructions, labelled and stored inaccessible to children. For medications requiring refrigeration, they will be stored in a labelled container in the fridge in the staff room inaccessible to children.
- Ensure that the R.P and an educator administer and witness medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educator and R.P are responsible for;
 - Checking the Medication Form
 - Checking the prescription label for;
 - The child's name
 - The amount of medication being administered
 - The use-by date.
 - Confirming that the correct child is receiving the medication
 - Signing and dating the medication form
 - Returning the medication back to the locked medication container.
- Discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child.
- Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed and stored correctly.

Guidelines for administration of Paracetamol & Ibuprofen

- Families must provide their own paracetamol for use as directed by a medical practitioner. Paracetamol will be kept in the locked medication container for emergency purposes should parents/guardians or authorised collectors not be contactable.
- To safeguard against the overuse of paracetamol, and minimise the risk of masking the underlying reasons for high temperatures, **educators will only administer paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.**
- If a child presents with a temperature over 37.5 degree's, the R.P or Director will contact the parents and notify of them of the concern. The R.P and Centre staff will monitor the child and re contact parents if the temperature increases.
- If a child has a temperature over 38 degree's, the parent will be contacted to collect the child immediately.
- The family will be encouraged to visit a doctor to find the cause of the temperature.
- Children need to be free from fever over 38 degree for 24 hours.





MEDICATION POLICY

Quality Area 2: Children's Health and Safety

While waiting for the child to be collected, educators will:

- Remove excess clothing to cool the child down.
- Offer fluids to the child.
- Encourage the child to rest.
- Provide a cool, damp cloth for the child's forehead and back of the neck.
- Monitor the child for any additional symptoms.
- Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

Medications kept at the service

- Any medication, cream or lotion kept on the premises will be checked every 3 months for expiry dates.
- The WHS Officer will conduct an audit on first aid kit contents. A list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.
- 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.
- It is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day and return it with the child as necessary.
- Families are required to complete a medication form for lotions to be administered. (Long-term medication form).
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.
- MEDICATION WILL NOT BE ADMINISTERED WITHOUT A CORRECT CHILD'S LABEL AND CLEAR INSTRUCTIONS.

Emergency Administration of Medication

- In the occurrence of an emergency and where the administration of medication must occur, Orchard Early Learning Centre R.P or Centre Director must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child is unreachable, the Service will endeavour to obtain verbal authorisation from an emergency contact of the child named in the child's Enrolment Form, who is authorised to approve the administration of medication.
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.





MEDICATION POLICY

Quality Area 2: Children's Health and Safety

Emergency involving Anaphylaxis or Asthma:

- For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the provided action plan.
- The Service will contact the following (as required) as soon as practicably possible:
 - Emergency Services
 - A parent or Guardian of the child
 - The regulatory authority within 24 hours (if an ambulance was called).
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of an R.P or experienced and trained educator

Medication provided by the child's parents must adhere to the following guidelines:

- The administration of any medication is authorised by a parent or guardian.
- Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
- Over the counter medication is labelled by a pharmacist with the child's name, instructions and used by date.
- Medication is in the original container.
- Medication has the original label clearly showing the name of the child.
- Medication is before the expiry/use by date.
- Any person delivering a child to the Service must not leave any type of medication in the child's bag or locker: Medication must be given directly to an educator for appropriate storage upon arrival.
- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Complete a medication record form and a first aid / medical management plan as applicable for children requiring medication while they are at the education and care service. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change.
- Sign consent to use creams and lotions. (list of items in the first aid kit provided at enrolment) should first aid treatment be required.
- Keep children away at home while any symptoms of an illness remain.
- Keep children at home for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- Complete the Administration of Medication record and the educator will sign to acknowledge the receipt of the medication.
- Educator's will not administer herbal/ naturopathic remedies including Bonjella or cold medication.





MEDICATION POLICY

Quality Area 2: Children's Health and Safety

- Written and verbal notifications are given to a parent or other family member of a child as soon as practicable if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child will be notified as soon as practicable. If the incident presented imminent or severe risk to the health, safety and wellbeing of the child and an ambulance is called in response to the emergency this is at the cost to the parent or guardian.
- Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
- Families supply any medical management plans to the service prior to commencing care.
- Safe practices are adhered to for the wellbeing of both the child and educators.

EVALUATION

The administration of medications is practiced in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs

RELATED LEGISLATION, GUIDELINES, STANDARDS, FRAMEWORKS

- Education and Care Services National Regulations: 90, 92-96, 160, 177, 181-184
- National Quality Standards/ Elements: 2.1, 2.1.1, 7.1.2

RESOURCES / USEFUL LINKS

- Work Health and Safety Act 2011
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- ACECQA's Guide to the National Quality Framework

POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date(s) reviewed: June 2021 / February 2022

