

## Administration of Authorised Medication Policy

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### NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

### National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement - anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

### EYLF

LO3	Children are happy, healthy, safe and connected to others.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
	Educators discuss health and safety issues with children and involve them in developing guidelines to keep the environment safe for all

### Aim

The service and all educators can safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child using the service.



## Implementation

- The service will ensure that the Administration of Authorised Medication Record is completed for each child using the service who requires medication. The record must be signed by a parent or guardian each day the child requires the medication.
- Medication may only be administered by the service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication. Medication forms must be completed each day of attendance by the family member delivering the child to the service.
- In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
- Medication must be provided by the child's parents including the following -
  - Original container. Medication will only be administered from the original container.
  - Original label that is clearly readable.
  - Child's name clearly on the label.
  - Any instructions attached to the medication or related to the use of the medication.
  - Any verbal or written instructions provided by the child's registered medical practitioner.
- Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.

## Emergency Administration of Medication

- **For Antihistamines or Panadol**
- In the event of an emergency and where the administration of medication must occur, the service 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 cannot be contacted, , the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, the service must contact a registered medical practitioner or an 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.
- If a child is administered Panadol (eg for a temperature or pain relief) a parent must come to the service to collect them.

## Emergency Involving Anaphylaxis or Asthma

## *Bottleforest Long Day Care Centre*



Children with ongoing medical conditions that require medication (Asthma or Anaphylaxis) the service requires an Action Plan that has been completed by a medical professional, this plan needs to be update annually, in this case families are not required to complete a medication form each day.

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication. Educators must follow action plans
- The service must contact the following as soon as practicably possible -
  - A parent of the child.
  - Emergency services.
  - The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator

## **Sources**

**Education and Care Services National Regulations 2011**

**National Quality Standard**

**Early Years Learning Framework**

## **Policy Reviewed**

**24/1/2024**