

Medication Administration

Quality Area 2- Children’s Health and Safety

 National Quality Standard 2.1.2

ESC National Regulations: Part 4.2, 90- 95

 of Medication

Muswellbrook Pre School Kindergarten Inc.

**INTRODUCTION**

In supporting the health and wellbeing of children the use of medications and administration of first aid may be required by children at the Preschool. 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.

**Muswellbrook Pre School Kindergarten will:**

* Ensure any medication to be administered to a child while attending Muswellbrook Preschool has a written “medication record” completed by a parent/authorised person as per child’s enrolment form, and signed off by a staff member, ensuring details on the medication match the details on the medication record.

And

Is administered as prescribed by a registered medical practitioner from its original container, bearing the original label with the name of the child to whom the medication is to be administered and before the expiry/use by date.

Or

 If not prescribed: in its original container, bearing the original label with the name of the child to whom the medication is to be administered and before the expiry/use by date.

And

Is administered in accordance with instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

* Ensure that two educators check and administer all medications. One of these educators must have an approved first aid qualification. Both educators are to check all details and sign the “Medication Record”.
* For children requiring long term medication, a risk minimisation plan will be developed if required. These will be updated when and if medication requirements change.
* In the case of creams and lotions, parents will be asked to sign “administration of cream” form
* As per Education and Care Services National Regulation Part 4.2 Section 94..Asthma and anaphylaxis medication will be administered in an emergency without authorisation.
* NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST ITS EXPIRY DATE

**Storage of Medication**

* For medications requiring refrigeration: place in the “medications” locked box in the fridge with the key kept in a separate location. All must be inaccessible to children.
* For medications not requiring refrigeration: place in the “medications” locked box in the designated first aid cupboard within the classroom and the key stored in a separate location, all inaccessible to children.
* Panadol which is kept by the Preschool is to be kept in the locked medication box.
* Any medication kept on the preschool premises will be checked every 3 months for expiry dates and families advised if replacement items are required.
* For medications kept by the Preschool in case of an emergency (Ventolin and epipen) these products will be stored in the designated first aid cupboard in each building.
* No medication is to be left in children’s bags.

Reviewed 10 March 2019

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| **Signed By** | **Name** | **Signature** | **Date** |
| **Committee** |  |  |  |
| **Nominated Supervisor** |  |  |  |

Due for Review March 2021