

WK - Medication Administration

Medications may be required for children at the Service to support children's health and well-being. We are committed to administering all medicines as prescribed by medical practitioners and first aid guidelines, ensuring the child's continuing health, safety, and well-being. Our stringent safety measures are in place to provide reassurance and confidence in our policy.

Purpose of the Policy:

Ensure all team members understand their liabilities and duty of care to meet each child's health care needs. Ensure all team members are informed of children diagnosed with a medical condition and strategies to support their needs. Ensure that all team members are specifically trained to safely administer children's required medication with the written consent of the child's parent or guardian. Staff will follow this stringent procedure to promote the health and well-being of each child enrolled at the Service.

Scope: This policy applies to children, families, staff, management, and Service visitors.

IMPLEMENTATION

Families requesting medication administration for their child must follow the guidelines developed by the Service to ensure children's and staff's safety. The Service will follow legislative guidelines and adhere to the National Quality Standard to ensure the health of children, families, and staff.

A medical management plan must be provided before enrolment and updated regularly for children with a diagnosed health care need, allergy, or relevant medical condition. A risk minimisation plan and communication plan must be developed in consultation with parents/guardians to ensure risks are minimised, and strategies are designed for minimising any risk to the child.

Management will ensure:

- children with specific health care needs or medical conditions have a current medical management plan detailing prescribed medication and dosage by their medical practitioner
- Medication is only administered by the Service with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication [Regulation 92(3)(b)].
- enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child
- medication provided by the child's parents must adhere to the following guidelines:
 1. the administration of any medication is authorised by a parent or guardian in writing
 2. medication is prescribed by a registered medical practitioner (with instructions either attached to the medication or in written form from the medical practitioner)
 3. medication is from the original container/packaging
 4. medication has the original label clearly showing the name of the child

5. The medication is before the expiry/use date.
- The administration of Medication Records is completed for each child on Assessment.
 - a separate form must be completed for each medication if more than one is required.
 - any person delivering a child to the Service must not leave any medication in the child's bag or locker. Upon arrival, medication must be given directly to the team leader for appropriate storage.
 - 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 is notified as soon as practicable
 - if the incident presented an imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution), the regulatory authority will be notified within 24 hours of the incident
 - reasonable steps are taken to ensure that medication records are maintained accurately
 - medication records are kept securely and confidentially and archived for the prescribed length of time following the child's departure from the Service.
 - All staff members receive information about Medical Conditions and Administration of Medication Policies and other relevant health management policies during their induction
 - and have a clear understanding of children's individual health care needs, allergies or relevant medical conditions as detailed in Medical Management Plans, Asthma or Anaphylaxis Action Plans
 - written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
 - families are informed of the Service's medical and medication policies at enrolment.
 - Safe practices are adhered to for the wellbeing of the children and staff.

A Nominated Supervisor/ team leader will:

- not administer any medication without the written 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
- Ensure medications are stored in the refrigerator in a labelled, locked medication container inaccessible to children. Medications not requiring refrigeration will be stored in a labelled and locked medication container with the key kept in a separate location, which is inaccessible to children.
- adrenaline autoinjectors should be kept out of reach of children and stored in a cool, dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan should be stored with the adrenaline autoinjector.
- ensure that two staff members always administer and witness medication administration. One of these staff must have approved First Aid qualifications. Both staffs are responsible for the following:
 - checking the Administration of Medication Records is completed by the parent/guardian

- checking the prescription label for:
 - ✚ the child's name
 - ✚ the dosage of medication to be administered
 - ✚ the method of dosage/administration
 - ✚ the expiry or use-by date
- confirming that the correct child is receiving the medication
- signing and dating the Administration of Medication Record
- returning the medication to the locked medication container
- follow hand-washing procedures before and after administering medication
- discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child (checking if the child has any allergies to the medication being administered)
- 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 Administration of Medication Record is completed and stored correctly, including name and signature of witness, time and date
- If, after several attempts to encourage the child to take medication, but they still refuse, contact the parent or guardian. Staff members cannot use restrictive practices to make a child take medication at any time.
- observe the child post-administration of medication to ensure there are no side effects
- respond immediately and contact the parent/guardian for further advice if there are any unusual side effects from the medication
- if a child is not breathing or having difficulty following medication administration, the team leader will immediately contact emergency services on 000.

Families will:

- provide the management with accurate information about their child's health needs, medical conditions and medication requirements on the enrolment form
- provide the Service with a Medical Management Plan before enrolment of their child if required
- develop a Risk Minimisation Plan for their child in collaboration with management, team members and medical practitioners for long-term medication plans
- notify the management via official email when children are taking any short-term medications (at home)
- complete and sign an Administration of Medication Record for their child requiring any medication whilst they are at the Service
- update (or verify the currency of) the Medical Management Plan annually or as the child's medication needs to change
- be requested to sign consent to use creams and lotions.

- keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child for whom the medication has been prescribed. **Expired medications will not be administered.**
- 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 from the medication
- NOT leave any medication in children's bags
- complete the Administration of Medication Record, and the team leader will sign to acknowledge the receipt of the medication
- provide any herbal/ naturopathic remedies or non-prescription medications (including Paracetamol) with a letter from the doctor detailing the child's name and dosage.

Guidelines for administration of Paracetamol

- families must provide their own Paracetamol for use as directed by a medical practitioner
- Paracetamol will be kept in a locked medication container for emergency purposes.
- to safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, staff 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 except for in emergencies (onset of fever whilst at the Service).
- The administration of Paracetamol must follow the procedure for Administration of Medication, requiring two qualified staff members to witness the administration and complete the necessary records.
- Administration of Medication and/or Administration of Paracetamol Records will be completed with both staff members' full names, signatures, time and administration date clearly recorded.
- if a child presents with a temperature whilst at the Service, the family will be notified immediately and asked to organise the collection of the child as soon as possible (within 30 minutes), or a drop-off will be organised with the team leader.
- the family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, a staff member will:
 - 1) remove excess clothing to cool down.
 - 2) offer fluid.
 - 3) encourage them to rest.
 - 4) monitor the child for any additional symptoms.
 - 5) always supervise the ill child while separating them from those well.

Medications kept at the Service:

- any medication, cream or lotion kept on the premises will be checked monthly for expiry dates.
- A list of First Aid Kit contents close to expiration or running low will be given to the Nominated Supervisor, who will arrange to purchase replacement supplies.
- if a child's medication is due to expire or running low, the family will be notified by the team leader 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
- **MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE**
- families must complete an Administration of Medication Record for administering lotions.

References:

- Australian Children's Education & Care Quality Authority. (2014).
- Australian society of clinical immunology and allergy. ascia.
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- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018). Education and Care Services National Regulations. (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (amended 2020).
- National Health and Medical Research Council. (2013). Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
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