



Administration of Medication Policy

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Policy Statement

To promote the health, safety and wellbeing of children at the Service, medications may sometimes be necessary. Any medication is administered according to the medical practitioner’s directions for use and first aid guidelines to maintain the child’s health, safety, and wellbeing.

Rationale

Child Australia’s Services aim to ensure each child’s health, safety and wellbeing while in their care. In case parents/ guardians request administering of medication to their child, strict guidelines will be followed such as but not limited to:

- Only medication prescribed by a medical professional and clearly labelled with the child’s full name and dosage to be administered, or medication listed on the child’s action plan issued and signed by a medical professional (Exception: Emergency Panadol).
- Only medication in its original packaging will be administered.
- Only medication within its use by period will be administered.
- Only after a medication record has been completed and signed by a parent/ guardian will medication be administered. (Exception: Emergencies)

Responsibility

Approved Provider:

The Approved Provider ensures that relevant Policies and Procedures are in place, regardless of whether a child with such a condition attends the service or not.



Nominated Supervisor and Responsible Persons:

- Ensure that a medication record is developed for each child requiring medication at the education and care service. The medication record must detail the name of the child. Authorisation to administer medication must be signed by a parent /guardian/ person named in the child's enrolment record as authorised to consent to administration of medication.
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Inform families of the service's medical and medication policies.
- Ensure that medication is not administered to a child being educated and cared for by the service unless it is prescribed by a registered practitioner, in its original container with the original label including the name of the child for whom it is prescribed, before the expiry or use-by-date and in accordance with any instructions attached to the medication or provided by a registered medical practitioner, either verbally or in writing such as the child's Asthma, Allergy or Anaphylaxis Action Plan.
- Ensure that written and verbal notification are given to a parent or other authorised persons 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.
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency, that the parent of the child and emergency services are notified as soon as practicable.
- Ensure that any notifiable incidents are being reported via the NQA ITS portal within 24 hours.
- Take reasonable steps to ensure that medication records are maintained accurately.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Ensure that educators receive information about the medical and medication policies during their induction.
- Ensure that educators understand and adhere to all relevant policies and procedures and receive training in the administering of medication as needed.



- Request written consent from families on the enrolment form to administer emergency Panadol medication if required.

Staff:

- They understand their responsibilities and duty of care in addressing each child's unique health care needs.
- NOT to administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency.
- They are aware of children with diagnosed medical conditions and are knowledgeable about strategies to support their specific needs.
- That medications for ongoing medical conditions are stored as required either in the First Aid / Medication Cupboard or fridge in a labelled medication container inaccessible to children.
- That an educator witnesses the other educator administering medication. The administering educators must have an approved and current First Aid qualification. (HLTAID012 Provide First Aid in an Education and Care Setting). Educators to check the Medication Form, the prescription label, expiration date and the amount of medication to be administered. Both educators must sign the Medication Form.
- Not to administer medication past its expiration date.
- They wash hands before and after administering medication.
- That the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Any medication, cream or lotion kept on the education and care premises will be checked every three months for expiry dates.
- Inform the First Aid Officer, Nominated Supervisor or Responsible Persons if First Aid supplies need to be re-stocked.
- Notify the family if a child's medication is about to expire or run out.

Parents/Guardian:



- 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/risk management plan as applicable for children requiring medication while they are at the education and care service. Complete documents for ongoing medical conditions, (see Ongoing Medical Conditions Policy, Asthma Management Policy and Allergy and Anaphylaxis Management Policy).
- Be requested to sign consent to use emergency Panadol should their child's temperature exceed 38.5'C
- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for and within the medications use by date.
- Keep children away from Child Australia's Services while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- NOT leave any medication in children's bags.
- Give any medication for their children to a familiar educator.
- Complete a Medication Form.
- Be responsible to provide new medication if a child's individual medication is about to expire or run out.

Related Documents and Forms

Q2 Children Health and Safety Annex

Ongoing Medical Conditions Policy

Medical Management Plan

Risk Assessment

References

Department of Communities (WA), 2024, *Education and Care Services National Regulations (WA): Department of Communities - Education and Care Regulatory Unit*, Government of Western Australia, Perth.

Department of Health (WA), 2024, *Health Regulations (WA): First Aid Requirements Including Medications like Epinephrine or Asthma Treatments*, Government of Western Australia, Perth.



Department of Education (NT), 2024, *Education and Care Services National Regulations (NT): Northern Territory Government – Childcare Licensing*, Northern Territory Government, Darwin.
NT Health, 2024, *NT Health Guidelines*, Northern Territory Government, Darwin.
Australian Children’s Education & Care Quality Authority (ACECQA), 2024, *National Quality Standard (NQS) under the National Quality Framework (NQF)*, ACECQA, Sydney.