



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, including non-prescription 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 a prescription label including the child’s full name for whom it has been prescribed, time/ situation and dosage to be administered, or medication listed on the child’s action plan issued and signed by a medical professional (Exception: Emergency Panadol).
- Topical non-medicated products, such as sunscreen and nappy cream, may only be administered when clearly labelled with a pharmacist’s label including the child’s full name.
- Only medication and topical non-medicated products in its original packaging/ container will be administered.
- Only medication or topical non-medicated products within its use by period will be administered.
- Only suitably qualified educators will administer medication.
- The administering of medication must be witnessed by another educator.
- Only after a medication record has been completed and signed by a parent/ guardian will medication be administered. (Exception: Emergencies)



- Only after a non-prescription medication form has been completed and signed by a parent/guardian will topical non-medicated products be administered.

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 staff are familiar with this policy.
- Ensure that a medication record is completed for each child requiring medication at the education and care service. The medication record must detail the name of the child and 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 medication is stored in a lockable place out of reach of children, or in case of medication requiring refrigeration, in a refrigerator not accessible to children.
- Ensure that written and verbal notifications 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.
- Ensure that Medication Records are correctly completed and signed on 1Place. Keep any hard copy Medication Records or Authorisation to Administer Medication 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 ensure:

- They understand their responsibilities and duty of care in addressing each child's unique health care needs.
- They do NOT to administer any medication without the written authorisation of a parent or person with authority – except in the case of an emergency.
- Ensure parents complete a Medication Record on 1Place.
- They assist parents/guardians as necessary in completing a Medication Record on 1Place.
- Ensure that information of children requiring to have medication administered is passed on to relevant staff (i.e. changing staff due to shift ending)
- They are aware of children with diagnosed medical conditions and are knowledgeable about strategies to support their specific needs. (see Ongoing Medical Conditions Policy, Asthma Management Policy and Allergy and Anaphylaxis Management Policy).
- Medications are stored as required either in the First Aid / Medication Cupboard out of reach of children or fridge in a labelled medication container inaccessible to children.
- That the educator administering and witnessing the administration of medication hold a suitable qualification and is 18 years of age or older.
- The administering educator holds an approved and current First Aid qualification. (HLTAID012 Provide First Aid in an Education and Care Setting).
- That both the administering and the witnessing educator check the Medication Record, the prescription label including the child's name, expiration date and the time and dosage of medication to be administered. Both educators must sign the Medication Record.
- 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 and a Risk Minimisation and 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).
- Are requested to sign consent to use emergency Panadol should their child's temperature exceed 38.5'Celsius.
- Are required to keep prescribed medications and topical non-medicated products in original containers with pharmacy labels. Prescription 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.

Procedures

Administering Prescription and Emergency Medication

The Nominated Supervisor, Responsible Person, and Staff will:

- 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.
- Is in its original container with the original label including the name of the child for whom it is prescribed and the time and dosage to be administered.
- Is before the expiry or use-by-date.
- Is administered 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.
- A second educator has verified correctness of dosage and child medication is given to.
- Ensure medication is administered by suitably qualified educator or Early Childhood Teacher.
- Ensure that the administering educator has an approved and current First Aid qualification. (HLTAID012 Provide First Aid in an Education and Care Setting).
- Ensure Educator witnessing administering of medication holds a suitable early childhood education and care qualification and is at least 18 years old

Administering Topical Non-Medicated Products

The Nominated Supervisor, Responsible Person, and Staff will:

- Ensure that topical non-medicated products such as sunscreen, nappy creams, and insect repellents are not administered to a child being educated and cared for by the service unless:
 - Is in its original container and clearly labelled with a pharmacist's label including the child's full name.
 - Is before the expiry or use-by-date.
 - Is administered in accordance with any instructions attached to the product or provided by a registered medical practitioner, either verbally or in writing such as the child's Asthma, Allergy or Anaphylaxis Action Plan.
 - A non-prescription medication form has been completed and signed by a parent/guardian.

Related Documents and Forms

Medication Record (1Place)

Non-Prescription Medication Form

Q2 Children Health and Safety Annex



Ongoing Medical Conditions Policy,

Asthma Management Policy

Allergy and Anaphylaxis Management Policy

Risk Minimisation and 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.