



# ADMINISTRATION OF MEDICATION POLICY

## Document History:

VERSION NUMBER:	DATE ISSUED:	REVISION SUMMARY / REASON FOR ISSUE:
20161115	15/11/2016	Document reviewed. Format amended and revision history incorporated
20181130	30/11/2018	Name changed to ADMINISTRATION OF MEDICATION POLICY. General Policy updates. NQS references updated.

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# ADMINISTRATION OF MEDICATION POLICY

## NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

## 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

L03	Children take increasing responsibility for their own health and physical wellbeing.
	Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community.

## Aim

Little Legends Early Learning Centre educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

## Related Policies

- Emergency Service Contact Policy
- Enrolment Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy

## Related Forms

- Administration of Authorised Medication Record Form
- Administration of Emergency Medication Record Form
- Incident, Injury, Trauma or Illness Record
- Medical Management Plan
- Medical Conditions Risk Management Plan
- Medical Conditions Record

## Who is affected by this policy?

- Children
- Families
- Educators

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- Management

## Implementation

Little Legends Early Learning Centre educators will only administer medication to children if it is authorised by parents or another person. Authorisation may occur:

- on the child's enrolment form
- on a subsequently issued authorisation form
- on an Administration of Authorisation Medication Form
- in a Medical Management Plan

If there is a medical emergency, we will also administer medication when authorised verbally by a parent or another authorised person, medical practitioner or a medical emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989.

Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

This also covers products like sunscreen and nappy cream.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

The Nominated Supervisor will ensure children's medication is regularly audited to ensure it has not expired and is in the original container with legible labels.

### Administration of Authorised Medication (non-emergency)

Educators will administer medication to a child if it complies with our policy requirements and:

- the medication is authorised in writing by a parent or another authorised person, and
- is in the original container which with a clearly readable label which includes:
  - an expiry date (medications which have expired will not be administered)
  - the child's name
  - instructions for the delivery of the medication
  - for prescription medications, the name and contact details of the prescribing doctor, and
- after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

### Over the Counter Medication (non-prescription medication)

Little Legends Early Learning Centre does not administer over the counter medication unless it has been prescribed by a medical practitioner. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

### Over the Counter Medication Exceptions

Little Legends Early Learning Centre will, however, administer nappy cream and sunscreen without prescription if authorised by a parent or authorised person.

### Self-Administration of Medication by Children over Preschool Age

Our service permits children over preschool age to self-administer medication if this is authorised by the child's parent or another authorised person. This information will be detailed in the child's Medical

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Management Plan and Medical Conditions Risk Minimisation Plan if appropriate. The child's medication will be stored in a secure area which children cannot access it.

When the medication is due to be administered:

- educators will advise child to take their medication
- educators will supervise child administering the medication
- educators will complete an Administration of Authorised Medication Record Form

## **Administration of Medication in emergencies other than anaphylaxis or asthma emergencies**

Educators will administer medication to a child in an emergency:

- if a parent or another authorised person verbally authorises the administration of the medication, or
- they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.

The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

The Nominated Supervisor or Lead Educator will contact the child's parent/guardian, and provide written notice to the parent/guardian, as soon as possible.

The Nominated Supervisor or Lead Educator will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents or authorised persons provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or authorised person, educators will obtain authorisation from a registered medical practitioner or emergency service.

## **Administration of Medication during Anaphylaxis or Asthma Emergencies**

**Little Legends Early Learning Centre does not keep medication on hand for children who may experience an anaphylaxis or asthma emergency.** If you anticipate your child may require these types of medication, they are to be provided, together with any required delivery equipment, to the centre for your child's specific use.

If an anaphylaxis or asthma emergency occurs:

- Educators who have been appropriately trained may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- The Nominated Supervisor will contact the child's parent/guardian and the emergency services as soon as possible.
- The Nominated Supervisor will advise the child's parent/guardian in writing as soon as possible.
- The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

## **Administration of Medication to Children on Regular Basis**

Where a child requires the regular delivery of medication the Nominated Supervisor will arrange with the parent or authorised person for the establishment and maintenance of a Medical Management Plan (refer to the Medical Conditions Policy).

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## Medication Records

If a child will require medication during the day **a parent or authorised person must complete and sign** an Administration of Authorised Medication Record Form (see a copy of the Form for the details required). **A separate form is required for each medication and each day.**

Little Legends Early Learning Centre educators will complete the details of each delivery of the medication throughout the day. When the child is collected at the end of the day the parent or authorised person is to sign off.

## Delivery and Storing of Medication

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. All medication, including auto-injection devices (eg EpiPens), will be stored in accordance with the storage instructions on the medication in a sealed container stored at high level in the Kitchen (a child free zone) or a locked container in the Kitchen fridge. Non-refrigerated medication will be kept away from direct sources of heat.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Early Years Learning Framework
- *“5<sup>th</sup> Edition Staying Healthy Preventing Infectious Diseases in Early Childhood Education and Care Services”* Australian Government National Health and Medical Research Council 2013
- Australian Government Department of Health and Ageing – Therapeutic Goods Administrator website accessed on-line November 2018 <http://www.tga.gov.au/industry/otc-notices-cough-cold-review-outcomes.htm>
- “Administration of Anaphylaxis and asthma medication in emergencies” NQF E-Bulletin Qld Government (accessed on-line November 2018) <https://det.qld.gov.au/earlychildhood/Pages/searchresults.aspx?k=emergency%20medication>
- *Queensland Health (Drugs & Poisons) Regulation 1996*
- “Pain Relief for Children – Paracetamol and Ibuprofen” The Royal Children’s Hospital Melbourne Feb 2018 [https://www.rch.org.au/kidsinfo/fact\\_sheets/Pain\\_relief\\_for\\_children\\_-\\_Paracetamol\\_and\\_Ibuprofen/](https://www.rch.org.au/kidsinfo/fact_sheets/Pain_relief_for_children_-_Paracetamol_and_Ibuprofen/) (accessed on-line November 2018)
- *“Guide to the National Quality Framework”* Australian Children’s Education & Care Quality Authority February 2018

## Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

**Reviewed: 30 November 2018**

**Date for next review: November, 2019**

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