Hills Grammar

Administering Medication Procedure

Rationale

In supporting the health and wellbeing of children the use of medications may be required at the ECEC. Any medication must be administered as prescribed by medical practitioners for the continuing health for the child and for the child's safety and wellbeing.

Families requesting the administration of medication will be required to follow the guidelines developed by the ECEC for the safety of children and educators. The ECEC will follow legislative guidelines and standards when administering medication.

Strategies

The Nominated Supervisor will:

- Oversee that families and staff are aware of and follow the procedures for administering medication.
- Develop a Medication Record form which includes:
  - Name of the child
  - The authorisation to administer medication to be signed by a parent or by a person named in the child's enrolment record as authorised to consent to administration of medication
  - Name of the medication to be administered
  - Time and date the medication was last administered
  - Time and date or circumstances under which the medication should next be administered
  - Dosage of the medication to be administered
  - Manner in which the medication is to be administered
  - Once the medication is administered, details of the administration, including signatures from the administrator and the witness
- Oversee that medication is not administered to a child being educated and cared for by ECEC unless it is:
  - Prescribed by a registered practitioner, from its original container with the original label including the name of the child for whom it is prescribed, before the expiry date or use by date and in accordance with any instructions attached to the medication or provided by a registered medical practitioner
- Keep completed medication forms in a secure and confidential manner in each child's individual enrolment file and archive these for the regulatory prescribed length of time.
- Keep a record of and check the use by dates of any medication kept at the ECEC such as Paracetamol, EpiPen and Ventolin and replace these when necessary.
- Oversee that enrolment records, for each child outline the details of persons permitted to authorise the administration of medication to a child.
- Ensure children who are anaphylactic, asthmatic or on regular medication have a Medical Management Plan, provided by a medical practitioner.

- Oversee families have signed for permission to administer Paracetamol and Asthma medication in their child's enrolment form or that they have provided an alternate management technique from a doctor to replace paracetamol or asthma medication.
- Oversee educators administering medication have up to date first aid training.
- Take reasonable steps to oversee that Medication records are maintained accurately.
- Maintain information in the enrolment forms of all children regarding health and medications in accordance with legislative requirements.
- Ensure that if medication is administered without specific authorisation in the event of an asthma or anaphylaxis emergency, that the parent of the child and emergency services are notified as soon as possible.
- Develop Risk Assessments for children with individual health needs such as but not limited to, Anaphylaxis or Asthma.
- Oversee that educators receive information about the medical and medication policies during their induction and as required.

Educators will:

- Follow procedures and guidelines set out by the NSW Department of Health and the Education and Care Services National Regulation to keep the environment safe.
- Not administer any medications without the authorisation of a parent or person with authority, except in case of an emergency, when verbal consent from an authorised person, a registered practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Inform families that no medication can be given to a child unless it is prescribed by a medical practitioner and in the original packaging.
- If a child requires medication to be given at ECEC, assist the child's parent / guardian as they complete the ECEC Medication Form. Ensure the form is completed correctly before taking the medication form and the medication from the parent / guardian.
- Follow handwashing procedures before and after administering medication.
- Oversee that medication administered to a child is:
    - Authorised by the child's parent / guardian
    - Administered as prescribed by a medical practitioner (written instructions on medication or in writing from the medical practitioner)
    - From the original container, with the original label clearly showing the name of the child
    - Before the expiry/use by date
    - Use an accurate measuring tool e.g. syringe or spacer.
- Oversee that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Oversee that medications are stored in a container in the kitchen fridge or in the first aid kit in the kitchen.
- Request that the family request an English transition from the medical practitioner for any instructions written in a language other than English.
- Ensure that two educators are present to administer the medication. One must have a current first aid certificate. Both educators must check the medication with the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the medication form.
- Oversee that medication is returned to the original storage place.

- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor for the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor or the Public Health unit before administering medication.
- Ask the parent / guardian to sign the medication form when they pick up their child, acknowledging the administration of medication.
- Give the parent / guardian the medication to take with them when they pick up their child.
- If a child at ECEC requires the administration of Paracetamol to reduce temperature, ensure parents have given permission for Paracetamol to administer prior to administering this. In the instance where Paracetamol is administered, request that the child's family comes to ECEC to pick their child up.
- If Paracetamol is required to be administered, ensure permission for paracetamol is obtained prior to administration. Even with prior permission for paracetamol to be administered, educators will endeavour to contact the parent via phone or email before administering it. Once administered, complete the ECEC Temperature Report and provide families with a copy once they have signed the report when collecting their child from ECEC.
- In the event that a child requires vitamin supplements, creams or sprays such as Aerogard while they are at ECEC, that the parent / guardian supplies a letter from a Medical Practitioner or health practitioner eg naturopath, giving permission for the child to have vitamins, creams or sprays used while they are at ECEC, along with the spray or cream. Any vitamins, creams or sprays must be clearly labelled with the child's name.

Guidelines for administration of paracetamol

Paracetamol will be kept in a first aid box in the ECEC kitchen in the event that a child becomes unwell with a temperature. If a child presents with a temperature of 38 degree or above at ECEC, the family will be notified immediately and asked to organise collection of their child as soon as possible. If permission for paracetamol is given, ECEC educators will complete the ECEC Temperature Report form.

While waiting for the child to be collected, educators will implement the following procedures in an attempt to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Monitor the child for other symptoms
- Maintain supervision of the unwell child and where possible, keep them separated from children who are well

Medications kept at the ECEC

Prescribed medications and Paracetamol is stored in a container, in the fridge located in the ECEC kitchen or first aid kit in the ECEC kitchen.

Medications such as Ventolin and EpiPens is stored in the office in individual medical bags which include Medical Management Plans. Individual bags are taken in emergency backpacks by room educators when children and educators go on routine walks through the school campus.

Cream and moisturisers prescribed for skin irritations such as eczema are stored in rooms where educators have direct access to use as required.

Families will:

- Notify educators in writing and verbally when their child / children are taking any medications and when the medication will not need to be taken. This includes short term and long-term medication use.
- Complete a Medication Form for children requiring medication while they are at the ECEC.
- Provide a Medical Management Plan completed by a medical practitioner if their child is anaphylactic, asthmatic or on long term medication. Plans must be reviewed / updated annually or should a child's medication change.
- Keep prescribed medications in original containers with pharmacy labels.
- Keep children away from the ECEC while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- Keep children away from ECEC if they have a temperature of 38 degrees and above or have been administered Paracetamol for a temperature within the past 24 hours.
- Not leave any medication in children's bags.
- Give medication to educators upon arrival and complete the ECEC Medication Form.
- Sign the ECEC medication form at daily pick up to confirm medication has been administered.
- Inform ECEC educators of any changes to the administration of medication.
- Provide any herbal / naturopathic remedies or non-prescribed medications, creams or sprays with a letter from the doctor giving permission for the ECEC educators to administer, spray or use creams as per the instructions whilst the child is being educated and cared for at ECEC.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

NSW Department of Health www.health.gov.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.