

## Administration of Medication Policy



### Statement / Aim

From time to time, children require to be given medication during the hours of attendance at the centre to support the health and wellbeing of children.

### Procedure

- No medication will be administered to a child unless it is presented at the centre in the original container, bearing the original label and instructions and within its expiry or use-by date. Educators will not administer any unlabelled medication.
- One dose of a prescribed medication must have been given or applied to the child by the parent before it will be administered by educators. This is to ensure the child will not have an unexpected reaction to the medication.
- Only prescribed medications or medications accompanied by an Emergency Action Plan or an authority letter from the child's doctor will be administered by educators.
- No over the counter medications will be administered by educators without an accompanying letter from the doctor. Exceptions to this are:
  - Nappy Rash Cream - The parent can bring in their own nappy rash cream if they prefer which will be clearly labelled with that child's name and used **ONLY** for that child. There will be a notice up in the nappy change area informing of any children who have their own nappy cream. An Administration of Medication form is not required.
  - Topical remedies for bites/stings (eg. mosquito bites) to be provided by the parent. An Administration of Medication Form must be completed.
  - Insect repellents like Areoguard or Buzzoff is to be provided by the parent. The parent will be required to request this in writing. An Administration of Medication form is not required.
  - Creams for non-contagious skin conditions such as eczema. The parent will be required to request this in writing. An Administration of Medication form is not required.
  - Asthma Reliever Puffer to relieve a cough or cold-like symptoms or similar for children that have not been diagnosed with Asthma. An Administration of Medication form is required if they do not have an Action Plan. If the child has been diagnosed with Asthma, they must have an Asthma Action Plan. Refer to medical conditions policy for more information on children with Asthma.
  - Children's Panadol – Provided by the centre. Administration of Medication Form needs to be filled out by parent. If Panadol is required due to illness or a high temperature, refer to Illness & Infectious Diseases Policy.
- The centre has SudoCream Nappy Rash cream that will be applied by educators for children that have nappy rash and do not have their own cream.
- SudoCream can also be applied to minor cuts and abrasions such as grazes from falls etc. SudoCream can also be used for bites/stings. Parents will be informed when cream is applied.
- Parents must complete and sign an *Administration of medication form* for all medication to be administered. Medication will not be administered without written permission from the parent or person authorised on the child's enrolment form, or accompanied by an action plan (exceptions above).

- Medication will only be administered by educators with a current recognised first aid certificate.
- The educator administering the medication must wash his/her hands immediately before and after administering the medication. In situations where there is direct body contact, such as applying creams or lotions educators must:
  - Wear gloves;
  - Scoop the cream or lotion from the container with a fresh tissue or a fresh glove before each application.
- Before medication is given to a child, the trained first-aid educator will verify the correct dosage and child with another educator. After giving the medication the educator will complete the following details on the *Administration of medication form* – date, time, dosage, person who administered, person who verified, and signed by both educators.
- When implementing an Asthma Management Plan and Anaphylaxis Management Plan, the educator(s) attending to the child must be trained specifically in asthma and anaphylaxis management.
- Once the *Administration of medication form* is completed, it is to be signed off by the Director/Nominated Supervisor and then filed with the child's records.
- When it is necessary for the medication to be taken home, it is the educator's responsibility to ensure the parent/caregiver receives the correct medication.
- Medication must NEVER be put into a child's bottle or drinking cup.
- Where the medication requires administration via other than an oral route or external application, only those senior educators who have a current First Aid Certificate and have received specific instruction from a health care professional and feel confident with the procedure, will administer the medication.
- Medication requiring injections will only be given in a life threatening situation such as anaphylactic shock.
- Medication must be given directly to an educator and not left in the child's bag or locker.
- All medication required to be refrigerated will be stored in the medication box of the kitchen fridge. This area is inaccessible to children.
- All medication not required to be refrigerated is kept on the medication box on top of Kitchen Fridge. This area is inaccessible to children.
- Educators will follow Workplace Instruction for Improperly Discarded Needles, Syringes & Foreign Objects.
- All medication forms will be filled in the child's individual file and kept until the end of 3 years after the child's last attendance.

### Considerations / Resources

- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011
- National Quality Framework 2018
- Staying Healthy – Preventing Infectious Diseases in Early Childhood Education & Care Services – 5<sup>th</sup> Edition

**Reviewed:** February 2018     **Date for next review:** February 2019