

Administration of Medication

Policy introduction & Purpose

In supporting the health and wellbeing of children, the use of medications may be required for children. Families requesting the administration of medication to their child whilst attending a Weldon program will be supported by educators and staff to follow this policy.

Weldon will follow legislative guidelines and adhere to the National Quality Standard to ensure the health of children, families, and educators always.

Our Policy in Action

- All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health, safety, and wellbeing of the child.
- **MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.** Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates and families will be advised if products have/are about to expire and are required to replace medication on or before the child's next day of attendance.
- All Medication is to be stored in either in the fridge away from children's access or in a cupboard away from children's access. Medication must **NOT** be left in the child's bag. Exceptions include emergency medication (epi-pens,) and prescription nappy cream.
- Medication is to be handed directly to a parent or authorised person when they collect their child. Staff should provide information to the parent about the administration of medication that day.
- The family are required to take home short-term medication (such as antibiotics) at the end of each day and return it as necessary
- Staff are advised that the administration of medication is a confidential procedure and only the parents of the child, any persons authorised by them, staff directly involved, Approved Providers, and /or delegate from the Department of Education are to be provided with information about children's medical records including the administration of medications.
- A Medical Management Plan & Risk Minimisation and Communication plan must be provided for children with a diagnosed health care need, allergy, or relevant medical condition. This plan is to be updated regularly. (see Medical Conditions Policy).
- Families are required to complete an Administration of Medication Record for any lotions to be administered.

- If a child has been diagnosed as suffering from febrile convulsions, the family must provide their own Paracetamol for use at the program as directed by a medical practitioner and follow this procedure.

Weldon Responsibilities:

- Children with specific health care needs or medical conditions have a current medical management plan complete by their medical practitioner, detailing prescribed medication and dosage
- Medication is only administered at the program with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication
- Ensure the nominated supervisor fulfils their responsibilities in the management of the administration of medication

The Nominated Supervisor responsibilities:

- To ensure no medication is administered to a child without the authorisation of a parent or person with authority, except in the case of an emergency, when the written consent on an enrolment form, verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be accepted if the parents cannot be contacted.
- Confirm that the instructions on the Administration of Medication Record are consistent with the doctor's instructions and the prescription label
- Ensure medications are stored in the refrigerator or a cupboard away from children's access in a labelled container.
- Ensure adrenaline autoinjectors are kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan should be stored with the adrenaline autoinjector.
- Ensure that two educators check the dosage before administration, and both sign the Authorisation to Administer Medication form after the dosage is given (Regulation 95). One of these educators must be the Responsible Person or and/or have approved First Aid qualifications.
- Ensure that children of primary age self-administer, such as in the use of Ventolin, a supervisory level staff member must be present e.g. Coordinator/Director or authorised Assistant or Responsible Person.
- Ensure that the Administration of Medication Record is completed and stored correctly including the name and signature of a witness.

- Ensure that if there are concerns about administering medication or something has gone wrong during administration of medication (eg allergic reaction, child spits medication out, medication is ingested) educators seek further information from parents/guardian, the prescribing doctor or the Public Health Unit.

Standard procedures across all Weldon programs:

Medications:

If a child requires medication while attending a program the following actions and information will be completed and crossed checked by Coordinator/ Director and/or educator before accepting medication from families:

- the forms are completed correctly by family and educators
- the medication is in its original packaging,
- the child's name is clearly stated on the prescription label or doctor's letter / Action Plan,
- the dosage directions are clear and age-appropriate
- Method of administration
- last dosage amount and when administered if applicable
- the expiry date of the medication
- storage details

Temperatures:

A temperature is considered **high** in a child when it is:

- **above of 38C** or more **in a baby under 3 months** of age,
- **above 38.5C** or more in older **infants and children.**

If a child presents with a **high** temperature, educators will:

- Notify the family immediately and asked to organise the collection of the child as soon as possible
- Encourage the family to visit a doctor to find the cause of the temperature.

If a child has a temperature of anything above 37.1 C while at the program educators will:

- Commence a temperature form
- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest.
- Provide a tepid, damp cloth for the child's forehead and back of the neck.

Quality Area Two: Children’s Health and Safety Administration of Medication



- Monitor the child for any additional symptoms
- Maintain supervision of the ill child at all times, while keeping them separated from others
- Call family and alert them letting them know that educators are trying to cool them down, but if it continues to raise they are required to collect.
- Complete the temperature form

Links to other policies

The following policies may be linked to this policy:

- Medical Conditions
- Incident, Injury, Trauma and Illness
- Enrolment and Orientation
- Infectious diseases
- Partnerships and Communication with Families

Sources

- Australian Children’s Education & Care Quality Authority.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Standard
- National Health and Medical Research Council. (2012). (updated June 2013). Staying healthy: Preventing infectious diseases in early childhood education and care services.
- NSW Department of Health: www.health.nsw.gov.au
- Revised National Quality Standard. (2020).