

Administration of Medication Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2 Each child is protected.

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

POLICY STATEMENT

Arabadoo seeks to ensure the proper care and attention to all children through specific guidelines regarding use of medications. To ensure the interests of staff, children and parents/carers are not compromised, medication will only be administered from the original container with the explicit permission of the parent/carer or in the case of an emergency with the permission of a medical practitioner.

To support children to take increasing responsibility for their own health and well being specific consideration will also be given to children who are carrying medication in their school bags and whose parent/carer has given permission to self medicate (*"My Time, Our Place"* 3.2). In order for the staff to properly care for children, the service has an expectation that parents/carers will inform the centre if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. Staff will use this information to support the child's participation in the service (*"My Time, Our Place"* 4.3)

Administration of Medication Policy

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
92-96, 167, 178, 181-184	2.1 & 2.2 7.1.1, 7.2.1	Confidentiality Medical Conditions	My Time Our Place 3

ENDORSEMENT BY THE SERVICE:

Approval date: 29 May 2019

Date for Review: May 2021

Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Bridget Pawley and Margie Bishop, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Liz Watkinson and Jane Leathwood		Minor adjustments to wording	Kerry Sinclair 12 February 2016
4.0	1 May 2019	Rowan Friend	Standards	Updated to new NQS	Kate Sellick - 8 May 2019

Administration of Medication Procedure

PROCEDURE

Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date and with the written authorisation of a parent/carer. Non-prescription medication will only be administered at the service with the written authorisation of a parent/carer .

Educators will only administer medication during service operating hours.

Self-administration of medication by a child requires written authorisation by a parent/carer.

In the event that a case of emergency requires administration of medication, verbal consent by a parent/carer will be accepted. The service will provide written notice to the parent/carer as soon as practical after administration of the medication.

No authorisation is required in the event of an asthma, anaphylaxis or allergen emergency. However, as soon as possible after administration, the parent/carer and/or emergency services are to be notified.

Authorisation from anyone other than the parent/carer, an authorised person (listed on the administration of medication form) or a medical practitioner, cannot be accepted.

Parents/carers who wish medication to be administered to their child or have their child self-administer medication at the service are required to complete the administration of medication form providing the following information;

- Name of child
- Name of medication
- Method of administration
- Details of the date, time and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
- Who is to administer the medication
- Signature of parent /carer

Medication must be given directly to an educator, and not left in the child's bag. Educators will store the medication in the designated secure place, clearly labelled, and ensure that medication is kept out of reach of the children at all times.

If anyone other than the parent/carer is bringing the child to the service, a written permission note from the parent/carer, including the above information, must accompany the medication.

An exception to the procedure is applied in the case of asthma medication for severe asthmatics. In this case the child may carry their medication on their person with parent/carer permission. Where a child carries their own asthma medication they should be encouraged to report to a member of staff any use of the puffer as soon as possible after self-administering.

The service maintains a record of all medication administered to a child by a certified supervisor or self-administered, on the administering medication form. This is stored with the medication.

Administration of Medication Procedure

Administering Medication

Before medication is given to a child, the certified supervisor (with current First Aid Certificate) who is administering the medication will wash their hands .

If the child is to self-administer the medication, the supervisor will ensure that the child also washes their hands.

The certified supervisor and the second staff member will then verify as follows:

- The right child
- The right medication
- The right dose
- The right method
- The right date and time
- Verify the correct dosage with another staff member
as per directed by the parent/carer on the signed administering medication form.

The second staff member will also witness the administration of the medication.

After all medication is administered or self-administered, the certified supervisor will record the details on the administering medication form, and the second staff member will witness the details. Details recorded are as follows;

- Name of child
- Name of medication
- Dose
- Method of administration
- Date
- Time
- Name and signature of person who administered the medication
- Name and signature of person who witnessed the administration
- Name of person who authorised the administration (if applicable)

Where medication for treatment of long term conditions such as asthma, epilepsy, ADHD or allergies is required, the service will require an individual medical management plan from the child's medical practitioner or specialist. The plan is to include but not limited to;

- Name of child
- Date of birth
- Current picture of the child
- Confirmed allergens
- Correct dosage of medication
- Authorisation of self-administration (if applicable)
- Contact details
- Medical practitioner or specialist details and signature
- How the condition is to be managed in the service environment.

Administration of Medication Procedure

If a child is to self-medicate, this must be detailed in an individual medical management plan. This plan must be authorised by the child's medical practitioner and signed by both the practitioner and the child's parent/carer. The certified supervisor (with current first aid certificate) will verify the correct dosage with both the child and a second staff member, and both staff members will witness the administration of the medication.

In the case of emergency, where a parent/carer or authorised person named on the administration medication form cannot reasonably be contacted a registered medical practitioner or an emergency services staff member can provide verbal approval to administer medication. In this case a staff member will complete the administering medication form and name the medical practitioner/member of the emergency services personnel as the person giving authorisation. The service will provide written notice to the parent/carer as soon as practical after administration of the medication.

Additional Medication Authorisation

There are some occasions when Anti Itch Cream, Antiseptic Cream or Mild Pain Relief tablets/liquid may be administered by a certified supervisor. The Additional Medication Authorisation form is required to be completed and signed by the child's parent/carer to enable administration. In the case of Mild Pain Relief tablets/liquid, contact is required to be made with the parent/carer or authorised person named on the Additional Medication Authorisation form, before administering, to confirm the dosage required. Dosage required must be confirmed in writing (email) before administering.

Administration of Medication Procedure

CONSIDERATIONS:

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation	Other
92-96, 167, 178, 181-184	2.1 & 2.2 7.1.1, 7.2.1	Confidentiality Medical Conditions	My Time Our Place 3

ENDORSEMENT BY THE SERVICE:

Approval date: 29 May 2019

Date for Review: May 2021

Procedure History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Bridget Pawley and Margie Bishop, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Liz Watkinson and Jane Leathwood		Minor adjustments to wording	Kerry Sinclair 12 February 2016
4.0	17 August 2016	Eloise Campbell, Cameron Grant & Rowan Friend	Additional Medication Authorisation Procedure Administering Medication	Additional Medication Authorisation Added. Reworking and lay out of Administering Medication section Hand washing requirement added	Belinda Edmunds 30 November 2016
5.0	1 May 2019	Rowan Friend Kate Sellick	Standards	Updated to new NQS	Kate Sellick - 8 May 2019