



## Medication Administration Policy and Procedure

If your child is well enough to attend childcare but requires medication, then the Education and Care Services National Regulations 2018 requires appropriate administration authorisation.

This policy has been developed under the CHILD values framework to ensure the child receives medication safely and correctly by early childhood educators and staff when attending Acacia's Children's Centre's

### **C- Compassion:**

Parents will be encouraged to administer prescription medication where possible before and after their child attending the centre. Acacia staff are not health care professionals. Some medications will be persistent and will require home administration. (e.g. eye drops, ear drops, nose drops, skin creams).

### **H- Honour:**

This policy ensures that parents, educators and staff obtain the latest information on medications placed out by health authorities. Acacia staff will ensure the medication is administered as prescribed to the correct child.

### **I - Integrity:**

In the case of a child who has ongoing health issues which may need ongoing medication administration e.g. Pre – hospitalisation medication, immunisations, skin disorders etc. an Individual Medical Management Plan (IMMP) will be required from the child's medical practitioner which states the procedure or treatment. This plan will need to be updated six monthly or as soon as practical or educators and staff to adhere to medication dosage information

### **L- Learning:**

Educators and staff will not administer non-prescription medicines without a cover note from a registered medical practitioner. This includes paracetamol, gum gels, creams or lotions. This would need to be in their original container, named and dosage given as with prescription medication.

### **D- Diversity:**

Parent must notify educators or staff that the child requires medication. All medication needs to be handed to an educator or staff member and be stored either in fridge or up on the medication shelf in the child's room. Do not leave your child's medication in their bag.

### **Medication can only be administered when the following requirements are met:**

- Non-prescribed and prolonged use of medication will require written authorisation from a doctor or registered medical practitioner.
- Medication must be kept in their original containers bearing the original label with the child's name
- The child's name, medication's name, dosage, time and manner of administration must be entered and signed by parents in the Medication Record as well as verbally explained to educator or staff.
- Dosage is administered according to label or written authorisation by a registered medical practitioner.
- Medication provided must be the current ie within expiry.



- First dose of the medication will be administered prior to the child's attendance at child care as first dose effects need to be monitored by a parent, guardian or medical practitioner.

## Procedures for the safe administration of medication

Two staff, one of whom must be an educator, are responsible for the administration of any medication<sup>1</sup>. At least one of these persons must hold a current approved first aid qualification. One person will check the details (including dosage and the identity of the child who is given the medication) and witness its administration, while the other person will administer the medication (Regulation 95(c)). Before administering any medication to a child, it is extremely important for staff to check if the child has any allergies to the medication being administered.

### Procedure for administration of medication

1. Wash and dry hands thoroughly before administering any medication. If appropriate, gloves are recommended wherever possible.
2. Check the medication record to confirm date, time, dosage and the child to whom the medication is to be administered.
3. Check that *prescription medication*:
  - is in its original container, bearing the original label and instructions
  - is the correct medication, as listed in the medication record
  - has the child's name on it (if the medication was prescribed by a registered medical practitioner)
  - is the required dosage, as listed in the medication record
  - has not passed its expiry date.
4. Check that *non-prescription medication*:
  - is in the original container, bearing the original label and instructions
  - is the correct medication, as listed in the medication record
  - has the child's name on it
  - is the required dosage, as listed in the medication record
  - has not passed its expiry date.
5. When administering the medication, ensure that:
  - the identity of the child is confirmed and matched to the specific medication
  - the correct dosage is given
  - the medication is administered in accordance with the instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner
  - both staff members complete the medication record (Regulation 92(3)(h)) and store any remaining medication appropriately, such as in the refrigerator if required
  - the Nominated Supervisor or Certified Supervisor informs the parent/guardian on arrival to collect the child that medication has been administered and ensures that the parent/guardian completes the required details in the medication record.

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<sup>1</sup> Note: under Regulation 95(c), this is not a requirement in an education and care service that is permitted to have only one educator to educate and care for children.



### Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period. In these cases:

- a medical management plan completed by the child's doctor should be provided and attached to the child's enrolment form (and on display, where appropriate)
- the medical management plan should define:
  - the name of the medication, dosage and frequency of administration
  - conditions under which medication should be administered
  - what actions, if any, should be taken following the administration of the medication
  - when the plan will be reviewed.
- when medication is required under these circumstances, staff should:
  - follow the procedures listed above
  - ensure that the required details are completed in the medication record
  - notify the parents as soon as is practicable.

Refer to the *Dealing with Medical Conditions Policy* for further information.

- Parents'/guardians' written permission and authorisation must be given for all medication administered. This must be documented on the child's medication record provided by the staff. This shall include the time, dose, the manner to be given and a summary of the doses of medication administered by the parent at home in the previous 24 hour period.
- Medication must be administered to children strictly in accordance with the instructions and the permission form. The record of the dose being given must be completed on the record.
- Written permission must be obtained from the child's doctor for all on-going medication and all long term medication must be reviewed regularly by the child's doctor at a period of time set by the doctor
- These records must be kept until the end of 3 years after the child's last attendance.
- If the centre's educators and staff have a concern about a request to administer any medication, she/he must consult with the Director. Alternatively the centre's educators and staff must consult with the child's doctor or the Drug Information Service at the Royal Children's Hospital pharmacy.
- In the case of an emergency, a verbal request to administer medication may be given by:
  - (i) a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
  - (ii) if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.



- In case of an anaphylaxis or asthma emergency, medication may be administered to a child without an authorisation, the approved provider or nominated supervisor of the centre must ensure that the child's parent and/or an emergency service are notified as soon as practicable.
- Where medication for treatment of long term conditions are required, the centre will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed. A health care plan will need to be filled for these conditions and this will provide a guide for staff in managing the child's ongoing health and wellbeing.

### **Invasive Complex or Injected Medications**

A plan for the administration of such medications must be organised in conjunction with the centre's director and will only occur when the centre's director is agreeable to doing so and is fully informed all conditions and requirements.

Where the giving of injections is required or the use of any medication in response to an expected life threatening situation is required, the centre's staff are recommended not to become involved without suitable qualifications or proper training and (if applicable) an anaphylaxis plan from the doctor .

### **Non-prescription Medication (available over the counter) and Alternative Medicines**

Examples of over-the-counter medications include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers (e.g. Panadol or paracetamol)
- Cough suppressants
- Topical ointments, antifungal creams, eczema ointments.

This medication can only be used on the basis that the child has seen a doctor and the doctor had directed by script or in writing that such medication is appropriate.

Similarly alternative, homoeopathic, naturopathic and traditional medicines must not be administered to children at the centre on the instruction of parents without the direction of a doctor or medical practitioner. A Medication Record procedure must be followed.

Parents will be asked to administer alternative medications outside of their child's care times. We recognise that vitamin, mineral and alternative therapies can have equivalent effects of a prescription medication and it is a parent's responsibility to administer them and monitor the effectiveness for their child.

From time to time new information will be sent out to the centre about certain medications from many health authorities. Any information about medications that is received will be available for staff and parents to read.

### **Pain Relief Medication (eg Bonjela)**

Under the health authority recommendation, educators and staff will not administer any teething relief gel to the children.

### **Nappy Cream**



The nappy rash is characterised by a red, burn-like rash inside the nappy area, usually due to the skin's sensitivity to urine and faeces. Uncomplicated nappy rash may clear up using normal nappy hygiene measures and a moisturising or barrier cream. The centre will provide nappy rash cream for the baby in event they develop a nappy rash.

If parents wish our staff to apply an alternative nappy creams on their baby, they need to provide nappy rash cream to our staff. These creams do not need permission on the child's medication records.

The nappy rash creams are not antifungal creams. Any antifungal creams need to be provided with an instruction from medical practitioner and are to be recorded on the child's medication record.

### Medication Error

In the case of an error in the administration of medication the procedure is to:

- Provide first aid support
- Ring the poisons information hotline
- Provide details of the medication and incident
- Act immediately on the advice
- Notify the child's parent. If unable to contact parent notify the child's emergency contact person.
- Contact, within 24 hours, the Department of Education and Training, on followed by written report: the "Notification of Serious Incident" form completing and sending as soon as practical.
- Document the incident and actions
- Review administration procedures

### References

National Health and Medical Research Council

- *Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services 5<sup>th</sup> Edition*, November 2012
- Victorian State Government (February 2021), *Managing illness in schools and early childhood*: <https://www.coronavirus.vic.gov.au/managing-unwell-child-or-staff-member>
- Royal Children's Hospital Melbourne (July 2020), *Fever in children*: [https://www.rch.org.au/kidsinfo/fact\\_sheets/Fever\\_in\\_children/](https://www.rch.org.au/kidsinfo/fact_sheets/Fever_in_children/)
- Royal Children's Hospital Melbourne (July 2020), *Pain relief for children – paracetamol and ibuprofen*: [https://www.rch.org.au/kidsinfo/fact\\_sheets/Pain\\_relief\\_for\\_children/](https://www.rch.org.au/kidsinfo/fact_sheets/Pain_relief_for_children/)
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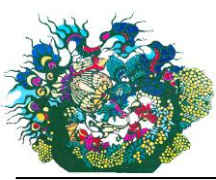
Legislations

- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2018*

### BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action.

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