

39. Medication Administration



Introduction

The centre will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication, and compliance with the regulations.

Purpose

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

Goals – What are we going to do?

Families requesting the administration of medication will be required to follow the guidelines developed by the centre to ensure the safety of children and educators. The centre will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

Our centre will administer medication based on the information provided and written authority signed by the child's parent or other responsible individuals listed on the child's enrolment form. Or in the case of an emergency should a parent or person named in the enrolment form be unable to be contacted a medical practitioner will be contacted and either written or verbal instructions will be followed.

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation following the direction of the child's medical management plan. In this circumstance, the child's parent/guardian and/or emergency services must be contacted as soon as possible.

Strategies – How will it be done?

When educators are required to administer medication, they must abide by specific regulatory requirements, such as written consent, and must follow the guidelines of this policy and procedures for administering medication.

The centre will ensure that medication is only administered by the staff with written authority signed by the child's parent or other responsible person named in the child's enrolment record as authorised to consent to administration of medication.

The centre will ensure that medication is provided by the child's parent/caregiver and includes the following –

- Original container. Medication will only be administered from the original container.
- Original label that is clearly readable.
- Child's name clearly on the label.
- Any instructions attached to the medication or related to the use of the medication.
- Written instructions provided by the child's registered medical practitioner including dosage and time to be given
- Be within the expiry date

Roles and Responsibilities

Approved Provider will:

- Ensure the service operates in line with the Education and Care Services National Law and National Regulations.
- Ensure that medication is not administered to a child being educated and cared for by the centre unless it is authorised, and the medication is administered in accordance with the procedures prescribed in Regulation 95
- Ensure that a medication record that meets the requirements set out in Regulation 92(3) is available at all times for recording the administration of medication to children at the centre.
- Ensure that the parent/guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency.
- Ensure that at least one educator on duty has a current approved first aid qualification (Note: this is a minimum requirement. As a demonstration of duty of care and best practice, Tillys recommends that all educators have current approved first aid qualifications.)
- Ensure that all educators are familiar with the procedures for the administration of medication

Ensure that medication records are kept and stored securely and are archived for the regulatory prescribed length of time.

Nominated Supervisor will:

- Ensure families provide a summary of the child's health, medications, allergies to medication or other substances, the doctor's name, address and phone number, and a First Aid Management Plan approved by the doctor if relevant, following enrolment and prior to the child starting at the service.
- Ensure that medication is only given to a child where authorisation has been provided, and medication is administered in accordance with legislation and this policy
- Ensure that the parent/guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency
- Ensure that medication is not accessible to children and is stored in a childproof container (including in the refrigerator for medications requiring refrigeration
- Be aware of children who require medication for ongoing conditions or in emergencies, and ensure that the medical management plans are completed and attached to the child's enrolment form, and displayed for use by those caring for children

- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Take reasonable steps to ensure that medication records are maintained accurately.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Ensure that educators receive information about the medical and medication policies during their induction.
- Request written consent from families on the enrolment form to administer Paracetamol if required. Families will be reminded that every attempt to contact them for verbal permission will be made by the education and care service prior to administering Paracetamol. See *Administration of paracetamol – attached.*
- Advise parents and families that the administration of homeopathic, naturopathic, over-the-counter or non-prescribed medications also needs to meet minimum legislative requirements and these guidelines including providing a Medication Form, and written instructions including dosage and when to be given from a health professional prescribing or dispensing the medication.
- Inform families of the education and care service’s medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Educators will:

- Administer medication in accordance with Regulations and the centre procedures for the *Safe Administration of Medication - attached*
- NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure that all details in the medication record have been completed by parents/guardians/authorised persons prior to administering medication.
- Ensure that the instructions on the Medication Form are consistent with the doctor’s instructions and the prescription label.
- Communicate with parents/guardians about the procedures outlined in this policy and the parent/guardian responsibilities when requesting medication be administered to their child, and making the medication record available for parents/guardians to record information during operational hours
- Ensure that medications are stored in the refrigerator in a labelled and locked medication container. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container.
- Ensure that parents/guardians take all medication home at the end of each session/day.
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure 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.

- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English.

Families will:

- Notify the centre, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Provide a current medical management plan when their child requires long-term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency
- Ensure that the details of authorised persons are kept up to date in the child's enrolment form including current details of persons who have lawful authority to request or permit the administration of medication.
- Ensure that prescribed medications to be administered at the centre are provided in their original container with the label intact, bearing the child's name, dosage, instructions and the expiry date
- Ensure that prescribed medications to be administered at the centre are within their expiry date
- Physically hand the medication to a staff member and inform them of the appropriate storage and administration instructions for the medication provided and complete centre Medication Form. No medications will be administered without written consent from the parent or authorised person.
- Take all medication home at the end of each day
- Inform the centre if any medication has been administered to the child before bringing them to the centre, and if the administration of that medication is relevant to or may affect the care provided to the child at the centre.
- DO NOT leave medication in child's bag.

Related Legislation

- Education and Care Services National Law Act
- Education and Care Services National Regulations: Regulations 90 - 96, 160 - 162, 168, 177 - 178, 181-184
- Poisons and Therapeutic Goods Act 1996 (NSW)
- Work Health and Safety Act 2011
- NSW Public Health Act 2010

Links to other policies and documents

- Asthma Policy
- Dealing with Medical Conditions Policy
- Administration of First Aid Policy
- Excursions
- Incident, Injury, Trauma and Illness Policy
- Anaphylaxis Policy
- Dealing with Infectious Diseases Policy
- Privacy and Confidentiality Policy
- Enrolment and Orientation Policy

Links to Education and Care Services National

Regulations:

90 - 96, 160 - 162, 168, 177 - 178, 181-184

Links to National Quality Standards/Elements:

2.1

Sources

- NSW Department of Health www.health.nsw.gov.au
- Staying Healthy in Childcare
- National Health and Medical Research Council – www.nhmrc.gov.au
- Community Early Learning Australia - CELA

Administration of Medication



Procedure for the safe administration of medication:

Two persons are responsible for the administration of any medication. 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. 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.

Administration of medication

1. Wash and dry hands thoroughly before administering any medication. Gloves are to be worn 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 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 on a pharmacy label
 - Is the required dosage, as listed in the medication record and on the pharmacy label
 - Has not passed its expiry date.
4. 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 and store any remaining medication appropriately, such as in the refrigerator in locked container
 - Send medication home at the end of the day.

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 an ongoing period of time. In these cases:

1. a medical management plan completed by the child's doctor should be provided and kept with the child's enrolment form (and in room or on display, where appropriate)
2. 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
3. A risk minimisation plan should also be completed and kept with the child's enrolment file and in room
4. When medication is required under these circumstances, educators/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.