



MEDICATION ADMINISTRATION POLICY

Introduction

It is important that the Preschool is aware of the health requirements of all children and that there are effective processes to support and monitor these.

Children can also have specific health requirements and these often change over time and as the children develop. The Preschool needs to work closely with children, families and healthcare professionals to promote healthy lifestyles and ensure they understand and meet children specific health requirements.

Goals

Our Preschool will:

Aim to provide a healthy, safe and inclusive environment for the mental, physical and emotional wellbeing of educators and children in their care;

Provide an account for parents of what action should be taken, and what medication will be given, in the event of a child who has a specific medical condition. A copy of the Preschool's Medication Administration and Medical Conditions policy will be provided to the parent of a child with a specific medical condition;

Develop program goals that promote the wellbeing of each child;

Establish procedures and practices that minimize the risk of harm to children;

Ensure that this policy is implemented in conjunction with our other relevant policies.

Ensure children are NOT permitted to attend the Preschool, if in the 24 hours prior to their attendance they have commenced antibiotics.

Strategies

The Approved Provider will:

Be committed to ensure that prescribed or authorised medication is given within service hours, according to written parental authorisation.

Follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

Ensure all medication authorisation records are to be kept until the child reaches or would have reached 24 years of age.

The Nominated Supervisors will:

- Maintain information in the enrolment records of all children regarding the health and medications in accordance with legislative requirements and with reference to the Preschool's policies regarding record keeping and confidentiality.
- Ensure that a medication record is developed for each child requiring medication at the Preschool
- Ensure that the medication is not administered to a child unless:
 - The administration is authorised by the parent on the Medication Authorisation Record
 - And administered as prescribed by a Registered Medical Practitioner (instructions either attached to the medication or in form written letter signed by the Medical Practitioner
 - In the original container with the original label clearly showing the name of the child
 - And before the expiry/use by date.

Educators will (with the support of the Nominated Supervisor):

- Only administer prescribed medications:
 - With written parental authority on the Medication Authorisation Record. Information is to be recorded accurately by the parent, as to the exact reason, time, dosage and manner of administration as per the pharmacist's instructions on the label. If parents omit to record this on the Medication Authorisation Record, medication will NOT be administered unless a long term plan is in place. If medication is not administered at the correct time and more than 1 hour has elapsed since the due time, the parents will be contacted for further advice.
 - That have been prescribed by a registered medical practitioner.
 - If they are in their original container labelled with a dispensing label from a pharmacy with the child's name, dosage and expiry date.
- Ensure non-prescribed, over the counter medications or herbal medicines can only be administered, if it they are accompanied by a letter from a Registered Medical Practitioner, stating the reason for the medication being given.
- Should any un-prescribed medications eg. Paracetamol for a fever over 38 degrees be requested to be administered, staff would also seek a phone verbal authority with 2 educator witnesses.
- Follow hand washing procedures prior to and after the administration of any medication. Two staff members will administer medication both witnessing the correct medication, dose to be given, at the right time to the correct child. One to be responsible for administering the medication and one to check the procedure and act as a witness. Both staff will then sign the Medication Authority Record.
- It is preferable, that the administering staff are permanent staff from the room, who hold a current Senior First Aid Certificate.
- Inform the Director/Nominated Supervisor about any concerns for the safety of a child who may be being given unnecessary medication, whether prescribed or non-prescribed. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the Public Health Unit before administering the medication.
- Due to staffing constraints at the Preschool, staff are unable to nebulise children and therefore it is required that a parent attend the school to conduct this procedure.

Storage of Medications

- Ensure medication is stored securely and out of children's access with a child proof lock (if necessary) and at the recommended temperature eg. room temperature or refrigerator (if required). Children are never to be made responsible for administering their own medication.
- Ensure any medication kept at the Preschool for specific children eg. Ventolin/Epi-pens are checked regularly for the expiry date.
- The Preschool has one Epi-pen and 2 Asthma kits containing ventolin, a spacer and mask which are kept in the main first aid kits.
- Paracetamol for requested administration to children with fevers over 38 degrees will be stored and administered as for other medications. Procedures for its use and accompanying documentation, refer to the Illness Policy and Paracetamol Administration form.
- If a child has Asthma or Anaphylaxis their medication must be taken on any excursions. Also refer to Excursion Policy.

Medication Administration in an Emergency

An exception to authorisation – Despite regulation 93(5b)(ii) (if a parent or person named in the enrolment record cannot reasonably be contacted) medication may be administered to a child, without authorisation by a parent in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation the nominated or certified supervisor must notify the parents and emergency services as soon as practicable.

Families will:

- Keep children away from the Preschool with any symptoms of an illness, and remain home for **24 hours** after commencing antibiotics to ensure they have no side effects to the medication.
- Inform an educator if their child is taking any form of medication and the educator will provide the family with a *Medication Authorisation Record* to complete and put medication into the fridge or locked cabinet.
- Ensure medication is given to a staff member and NOT be left in a child's bag or locker.
- Accurately complete and sign the *Medication Authorisation Record*, at the beginning and the end of the day for short term medication, to ensure they are aware that the medication was administered as per their instructions on the Medication Authority Form. All information **MUST** be completed and signed.
- Collect medication from a staff member at the end of the day.
- Give verbal permission to 2 educators over the phone for Paracetamol administration should 1 child have a fever over 38 degrees.
- Provide the Preschool with any required long term medications eg. Ventolin/Epi-pens for specific individual use for their own child and regularly check the expiry date and replace if necessary.

Prescribed Medication (Long Term)

- If medication is required for the treatment of long-term conditions, including but not limited to asthma or epilepsy, either intermittently or on a continuous basis, the above conditions also apply.
- In addition, parents should acquaint the staff with the particular manifestations of the condition as they apply to their child, including such details as likely severity of attacks, warning signs, methods of acute care, etc. A letter from the child's doctor or specialist if required, detailing the medical condition of the child.
- If medication is also required before attending preschool, families will communicate if medication was administered at a different time to what has been documented on the long-term medication form, families are to communicate this at drop off.
- Families will sign off each term to accept the ongoing long term medication plan and communicate any changes that are needed with supporting documentation from a medical practitioner.
- Details of the child's medication requirements will be displayed on the inside of the medication cupboard for easy access and privacy within shared space if necessary.

Supporting Documentation

- Anaphylaxis Australia - www.allergyfacts.org.au/foodalerts.asp
- Asthma Foundation Australia – www.asthmaaustralia.org.au
- HealthInsite - www.healthinsite.gov.au
- Immunise Australia Program – www.immunise.health.gov.au
- National Health and Medical Research Council - www.nhmrc.gov.au
- National Prescribing Service - www.nps.org.au
- NSW Health - www.health.nsw.gov.au

Refer to Other Policies:

- Anaphylaxis and Allergic Reactions Policy
- Asthma Policy
- Diabetes Policy
- Enrolment and Orientation Policy
- Emergency Evacuation and Lockdown Policy

Quality Area 2: Children's Health and Safety

- Excursion Policy
- First Aid Policy
- Illness Policy
- Infectious Diseases Policy
- Medical Conditions Policy
- Medication Authorisation Record Form v1
- Paracetamol administration form

Supporting Documentation

- Asthma Action Plan
- Anaphylaxis Action Plan
- Diabetes Action Plan
- Enrolment Form
- Health Care Form
- Medication Administration Record
- Medical Conditions - Risk Minimisation Plan
- Display – Diagnosed Medical Action Plan for Individual Children in the Preschool
- Display – Emergency Asthma First Aid & Asthma triggers
- Display – Emergency treatment & signs & symptoms of a low blood glucose level
- Display – ASCIA Action Plan for Anaphylaxis Poster

Policy Availability

This Medication Administration Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website www.nwcps.org

Evaluation

Educators respond in an effective manner to any medical conditions incident. Documentation is completed, shared and stored as appropriate. Plans to effectively manage medical conditions are developed in consultation with families, and implemented. Regular reviews of procedures and policy are implemented.

Review Version 5

Management and staff will monitor and review the effectiveness of the Medical Conditions policy every two years or as required. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

Review History: Version 5

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| • March 2008 | Policy created |
| • April 2012 | Policy reviewed |
| • October 2016 | Policy reviewed and updated to reflect current practices, procedures and policies. Name changed to Medication Administration Policy. |
| • October 2017v3 | Policy reviewed |
| • September 2018 | Policy reviewed and updated to reflect NQS & legislation |
| • October 2020 | Policy reviewed and updated with appropriate location for plans and privacy considerations. |
| • August 2022 | Policy reviewed and updated with clear terms for long term. Medication administration and paracetamol administration, new form created to support permission and administration. |

Legislation:

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations 2011: 77, 87, 90, 92-96, 136 162, 168, 177, 181-184, 246-247

Links to National Quality Standard: 2.1; 2.1.2; 2.2.1; 6.2

NSW Public Health Act 2010