



Medication Policy

Issued Date: 7 November 2014

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Aim: The Preschool will aim to effectively manage the administration of medication for children with long term health problems, acute illness and during medical emergencies. Staff and parents will be aware of their individual responsibilities in relation to the administration of medication to children.

Background Information: Children are often unwell and require medication during the recovery period of an illness. Within an education and care setting there are children who suffer from chronic conditions such as asthma, diabetes, allergies and epilepsy.

This policy relates to the guidelines for administration of medication to children by staff as required by the Education and Care Services National Regulations.

Relevant Legislation: Education and Care Services National Law Act 2010, Education and Care Services National Regulation, Public Health Act 1991 (NSW). Work Health and Safety Act 2011 and Regulation 2011 (NSW).

Resources: Staying Healthy in Child Care, NHMRC, 2005. Health and Safety in Children's Services. Model Policies and Practices, 2nd Edition.

Note:

In this policy "staff" refers to staff employed by The Meeting House Inc.

Practices: Parents must ensure that their child, even if taking medication, is well enough to attend the Preschool.

If at any time the service staff/educator believes that the child is too unwell to be at the Preschool parents will be required to collect their child. The staff/educator will care for the child and monitor their wellbeing until the parent arrives.

General

Medication will only be administered to a child for whom the preschool is being provided with parental permission on the signed medication form and/or doctors letter and under the following circumstances:

1. Staff at the preschool will only administer medications prescribed by a doctor.
2. Over the counter medications – such as Panadol and cough medicine will only be administered if accompanied by a doctor's letter of authorisation stating the child's name, the dosage required and the time to be administered.
3. Staff may be required to administer Paracetamol if a child has a fever. We can only administer paracetamol where there is signed permission on file.

Prescription medication must be:

- In the original packaging
- Clearly labelled, intact and legible

- Medication must be in date
- Prescription must be current (or for long term medication supplied with a current doctors letter confirming dose and usage details)
- Must have the correct child's name on the script.

Medications are to be stored out of reach of children and where possible in a locked medication cupboards or in a locked box in the refrigerator. Medications must not be left in a child's bag.

Long Term Medications or Emergency Medications.

Where a child is prescribed medication for a long period of time, the parents may be asked to provide a Doctors letter stating the reasons for the medication, the expected duration and any possible long term side effects of medication.

Parents are still required to complete the **Medication form** to cover the period it is to be administered. Where a child may require medication in the event of the onset of a diagnosed illness, such as asthma, the parents are required to complete an Action Plan with their Doctor, which the Preschool will implement in the event of an emergency. Please refer to Asthma, Anaphylaxis and Medical Emergency Policy for further details.

Parental Responsibilities

Where a child enrolled in the preschool requires medication the parents/guardian are required to complete a medication form for each day that the medication is required.

Parents are required to provide the following information about the medication to be administered:

- The name of the child;
- The name and signature of parent or a person named in the child's enrolment record as authorised to consent to administration of medication, the name of the medication to be administered;
- The dosage of the medication to be administered;
- The time and date the medication is to be administered;
- If the medication is administered to the child –
 - The dosage that was administered; and
 - The manner in which the medication was administered; and
 - The time and date the medication was administered; and
 - The name and signature of the person who administered the medication; and
 - The name and signature the person who witnessed the administration of the medication

Parents must inform a staff member/educator that they have completed the medication form and give the medication to a staff member/educator.

Staff Responsibilities

Only permanent staff can administer medication to a child from its original packaging. In the case of prescription medication, this must only be administered to the child for whom it has been prescribed, from a container bearing the child's name and with a current use by date.

Staff are to ensure that the medication is stored in the medication cupboard or refrigerator.

The staff member who takes the medication from the parent is responsible for informing the other staff working with that child that the child will require medication during the day.

Administering Medication

When administering medication to a child the staff are to:

- Check the details of the prescription, including name of medication, dose required, expiry date of medication, child's first and last name against the signed medication form.
- Prepare the medication. Disposable syringes are used to administer the correct dosage of medicine.
- Check the dosage and witness the medication being administered to the child.
- Sign the medication record after it is administered.

If medication is forgotten, or administered at a different time from the parents; instructions, this information must be noted on the medication record beside the parent's instructions. The parents should check the medication record when they collect their child.

Medication left at the Preschool without authorisation will only be administered with faxed/emailed authorisation. Staff medications should be stored in a safe place out of the reach of children and not in the playrooms.

Children with a contagious illness requiring medication will only be able to return to the Preschool when a doctor's certificate states they are no longer contagious or the educator/staff member is satisfied that obvious symptoms are no long evident, such as in the case of chicken pox.

In emergency situations

Where emergency medication is required staff are to follow the Action Plan for the child, including contacting emergency services.

Further information can be found in the Asthma, Anaphylaxis and Medical Emergency Policy.

Medication Record

Childs name: Date of birth:

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