

TITLE:	ADMINISTERING MEDICATION
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Related documentation	
Policy/policies:	Dealing with health and medical conditions
Regulation/s/ Standards:	National Regulations 92,93, 94, 95 and 96 NQS 2.1.1, 2.1.2
Other procedures:	Management of records
References:	Staying Healthy in Child Care, 5 th Edition
Date effective	August 2019
Date for review	August 2021
Purpose	To provide Educators and Families with guidelines for the administration of medication to children whilst they are in care.
Responsibility	Educators, Relief Educators and Families

Key information:

- This procedure applies to prescribed and non-prescribed medications, nappy creams and teething gels.
- Prescribed and non-prescribed medications must be in date and supplied in their original container with their original label attached.
- An *Authorisation to Administer Medication* form must be completed by the parent, or a person nominated to provide authorisations on the child's enrolment form, otherwise the medication will not be administered.
- Medications prescribed for one child shall, under no circumstances, be administered to another child, irrespective of the relationship between the children.
- Educators may permit a school aged child to self- administer medication for a medical/ health condition if the parent/nominated person has authorised this on the *Authorisation to Administer Medication* form.
- Educators must consider if the child taking the medication is well enough to attend care.

Procedure/s:

- The parent/ nominated person must advise the Educator if the child has had a dose of medication prior to arriving in care. If they have, the parent/nominated person will record the time the dose was administered on the *Authorisation to Administer Medication* form.
- All medications must be stored in a secure place out of children's reach. Medications that require refrigeration are to be kept in a childproof container in the fridge.

- ***Educators are advised to check children's bags each morning, as part of a daily safety check, to ensure that medications have not been unintentionally left there.***
- Administer the medication at the required time and according to the instructions on the original label or according to the written or verbal instructions of a Medical Practitioner.
- *Armidale & District Family Day Care permits school aged children to self-administer medication (with parental approval and under the supervision of the Educator) when managing health conditions such as asthma, anaphylaxis, epilepsy or diabetes.*
- Record details of the dosage given and sign the Educator section of the *Authorisation to Administer Medication* form.
- A scanned copy of the completed form needs to be emailed/sent to the Coordination Unit.

In the event of an emergency

- Verbal permission given by the parent or nominated person can provide authorisation to administer medication in an emergency.
- In the event of a fever, a single age- appropriate dose of paracetamol can be administered with verbal permission.
- In the event of an asthma or anaphylaxis emergency, Educators are permitted to administer prescribed medication without authorisation. Educators must then notify the parent and emergency services of their actions as soon as practicable.
- An *Authorisation to Administer Medication* form must be completed and signed by the parent/nominated person as soon as practicable after the emergency.

Action Plans for medical /health conditions

- Long term prescriptions for medications that are required to manage health conditions, such as asthma and anaphylaxis, require a letter of authority and an Action Plan from the prescribing Medical Practitioner.
- The authority/Action Plan needs to be updated annually, or more frequently if required. A copy of the Acton Plan must be provided to Armidale & District Family Day Care.
- Whenever there is a change in the child's care environment or personal situation, a *Risk Minimisation and Communication Plan* needs to be completed by the parent and educator. A copy of this plan must also be supplied to Armidale & District Family Day Care.