

**Armidale & District Family Day Care  
ADMINISTERING MEDICATION**

<b>Related documentation Policy/policies:</b>	Dealing with Infectious Disease Policy, Dealing with medical conditions Policy.
<b>Regulation/s/ Standards:</b>	National Regulations 92,93, 94, 95 and 96 NQS 2.1.1, 2.1.2
<b>Other procedures:</b>	Management of records, Dental Health, infection control and hand washing.
<b>References:</b>	Staying Healthy in Child Care, 5 <sup>th</sup> Edition
<b>Date effective</b>	November 2023
<b>Date for review</b>	November 2025
<b>Purpose</b>	To provide Educators, Families, and children with guidelines for the safe administration of medication to children.
<b>Responsibility</b>	Educators, Relief Educators, Families and Children.

**Key information:**

- This procedure applies to prescribed medications e.g., Anti-biotics, Ventolin, and non-prescribed medications, e.g., nappycreams and teething gels.
- Prescribed and non-prescribed medications must be in date and supplied in their original container, with their original label attached.
- Medications must have child’s name and recommended dosage labelled clearly.
- 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.
- Medications without a clear label, child’s name, recommended dosage 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.
- In the event school age children self-administer medication, Educators are to supervise and ensure medications are stored securely afterwards.
- 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 or stored out of children's reach.
- 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 and are accessible to children.
- Administer the medication at the required time and according to the instructions on the original label or according to the written 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**

- In the event of an Asthma or Anaphylaxis emergency, Educators are to follow the child's action plan developed by their medical practitioner.
- Educators are to call emergency services as soon as practicable, followed by contacting child's parent/guardian and then AFDC coordination unit to report the emergency.
- Educators are to complete an incident, injury, trauma & illness record detailing the event. This form must be signed by the child's parent/guardian as soon as practicable.
- In the event of a fever, a single dose of paracetamol may be administered to the child. Educators must obtain written permission by child parent/nominated carer. *This may be sent via text message or email, parents to authorize medication and detail child's weight/recommended dosage.*
- An Authorisation to administer medication form must be completed and signed by the parent / nominated person as soon as practicable after the emergency.

**Under no circumstance can an Educator administer medication without written permission by parent, guardian or medical practitioner.**

**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 Action Plan must be provided to Armidale & District Family Day Care office and be on display in the educator's home when the child is in 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.