

ARMIDALE OUT OF SCHOOL HOURS CARE

Administering Medication Procedure

Policies:	Dealing with Medical Conditions
Regulation/s/ Standards:	Education and Care Services National Regulation- 92.93,94,95 & 96 National Quality Standards 2.1.2, 2.2.2
Other Procedures:	Management of Records
References:	Staying Healthy in Child Care (5 th Edition)
Date effective	November 2023
Date for review	November 2025
Purpose	To outline Armidale Out of School Hours care guidelines for the administration of medication to children whilst they are in the service
Responsibility	Nominated Supervisor and Educators.

Key information:

This procedure applies to prescribed and non-prescribed medications.

Procedures:

- All prescribed and non-prescribed medications must be in date and supplied in their original containers with the original label attached.
- An *Authorisation to Administer Medication* must be completed by the parent or guardian, or a person nominated by them, otherwise the medication will not be administered
- Medications prescribed for one child, under no circumstances, will be administered to another child, irrespective of the relationship between the children
- A child will be permitted to self-administer medication for a medical condition if the parent or authorised person has granted permission for the to do so. However, if the Nominated Supervisor or Responsible Person deems that the child is not capable of doing so, Armidale Out of School Hours Care reserves the right to withdraw this permission and have an Educator administer the medication
- Armidale Out of School Hours Care will take into consideration if the child requiring medication is well enough to attend care; if a decision is made that they are not, the parent or guardian will be requested to take the child home
- All medication must be stored in a secure place, out of the reach of children. Medications that require refrigeration will be stored accordingly;
- Medication will be administered at the required time, in according with the instructions on the original label and according to the instructions of a Medial Practitioner or pharmacist;

- The Educator administering the medication and a witness will complete their section off the *Authorisation to Administer Medication* at the time of each medication.

Record Keeping:

- The parent or guardian of a child must advise the Nominated Supervisor or Responsible Person if the child has had a dose of medication prior to arriving in care, when the dose was administered and the dosage;
- Where a child is requiring ongoing medication during school term, the parent or guardian is required to establish a system of communication between the child's teacher and the Nominated Supervisor so that there is certainty regarding when the teacher or school official administered the child's previous dose of medication during the school day.

In the event of an emergency:

- Verbal permission may be obtained from a parent or guardian to authorise the administration of medication;
- In the event of an asthma or anaphylaxis emergency, the Nominated Supervisor is authorised to administer an appropriate medication without authorisation. The parent or guardian will be notified of these emergency actions as soon as possible;
- An *Authorisation to Administer Medication* must be completed and signed by the parent or guardian as soon as practicable after the emergency.

Action plans for Medical Conditions:

- Long term prescriptions for medications that are required to manage health conditions require a letter of authority from the prescribing medical practitioner;
- The authority or plan needs to be updated annually, or more frequently if the child's condition changes. Copy of the Action Plan must be provided to the Nominated Supervisor;
- Where there is a change to the child's personal situation or environment, a *risk Minimisation and Communication Plan* needs to be completed by the parent or guardian and provided to the Nominated Supervisor