

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

Related documentation Policy/policies:	Dealing with Infectious Disease Policy, Dealing with Medical Conditions Policy.
Regulation/s/ Standards:	National Regulations 92, 93, 94, 95 and 96 National Quality Standards 2.1.1, 2.1.2
Other procedures:	Management of Records, Dental Health, Infection Control and Hand Washing. Authorisation to Administer Ongoing Medication.
References:	Staying Healthy in Child Care, 6 th Edition
Date effective	September 2024
Date for review	September 2027
Purpose	To provide Educators, Families, and children with guidelines for the safe administration of medication to children.
Responsibility	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 contain a GP or Pharmacy label and have the 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.
- Where an Educator is required to administer ongoing medication to a child, the parent, or a person nominated to provide authorisations on the child’s enrolment form must complete an *Authorisation to Administer Ongoing Medication Form*.
- *Authorisation to Administer Ongoing Medication Forms* must be completed in conjunction with a Risk Minimisation and Communication Plan.
- 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.
- Families must not leave medications in children’s bags; all medications for which Authorisations have been received must be handed directly to the Educator.
- Educators must 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.
- Educators must record details of the dosage given and sign the Educator section of the *Authorisation to Administer Medication / Ongoing Medication Form*.
- A scanned copy of the completed form needs to be emailed/sent to the Coordination Unit within (14) fourteen days.

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.

- If a child has a fever (a temperature of over 38 degrees) or suffers a minor medical emergency, a single dose of paracetamol may be administered to the child. Educators must obtain written permission by the child's parent or guardian. *This may be sent via text message or email, parents to authorise medication and provide details of the child's age or weight.* 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 other circumstance can an Educator administer medication without written permission by a parent, guardian or medical practitioner, with the exception of those outlined in Regulation 94, in the case of an asthma or anaphylaxis 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 or 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.