

<b>ARMIDALE OUT OF SCHOOL HOURS CARE</b> <b><i>Administering Medication Procedure</i></b>	
<b>Policies:</b>	Administration of First Aid, Authorisations and Refusals, Dealing with Medical Conditions, Dealing with Infectious Diseases and Illnesses.
<b>Regulations/ Standards:</b>	National Regulations 92, 93, 94, 95 and 96 National Quality Standards 2.1.1, 2.1.2
<b>Other Procedures:</b>	Infection Control and Handwashing, Management of Records, Supervision.
<b>References:</b>	Staying Healthy in Child Care (2024), ACECQA
<b>Date effective</b>	November 2025
<b>Date for review</b>	November 2028
<b>Purpose</b>	To provide guidelines for the safe administration of medication to children within Armidale Out of School Hours Care in line with Regulatory requirements and other preexisting legislation.
<b>Responsibility</b>	Nominated Supervisors, Responsible Persons, Educators, Families and Children.

### **Key information:**

This procedure applies to prescribed medications such as antibiotics and non-prescribed medications such as ventolin and creams.

### **Procedural Requirements**

- All medications, prescribed and non-prescribed, must be in date and supplied in their original container, with their original label attached.
- All medications, prescribed and non-prescribed, must contain a GP or Pharmacy label which has the child's name and recommended dosage clearly stated.
- 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 the Nominated Supervisor or a Responsible Person 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*.
- The Nominated Supervisor or a Responsible Person 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.
- The Nominated Supervisor or a Responsible Person and a witness must record details of the dosage given and sign the service section of the *Authorisation to*

#### *Administer Medication / Ongoing 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 refrigerator.
- The Nominated Supervisor or a Responsible Person must consider if the child taking the medication is well enough to attend care.

#### **Proscriptions**

- Medications without a clear label, child's name, recommended dosage will not be administered to a child despite a request from the parent or guardian.
- Medications prescribed for one child shall, under no circumstances, be administered to another child, irrespective of the relationship between the children.

#### **Self-Administration of Medication**

Armidale OSC permits school aged children to self-administer medication (with parental approval and under the supervision of the Nominated Supervisor or a Responsible Person) when managing health conditions such as asthma, anaphylaxis, epilepsy, or diabetes.

- The Nominated Supervisor or a Responsible Person 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 where a school aged children is permitted to self-administer medication, the Nominated Supervisor or a Responsible Person must supervise the process and ensure medications are stored securely afterwards.
- The Nominated Supervisor or a Responsible Person and a witness must record details of the dosage the child has self-medicated and sign the service section of the *Authorisation to Administer Medication / Ongoing Medication Form*.

#### **Parent Guardian Responsibilities:**

- 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 in order for the Nominated Supervisor or Responsible Person to be permitted to administer medication to a child.
- The parent/ guardian or nominated person must advise the Nominated Supervisor or a Responsible Person 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.
- The parent/guardian must provide Armidale OSHC with a current copy of a child's Medical Action Plan where the child has been diagnosed with an ongoing health

condition.

- Where a Medical Action Plan is in place, the parent must complete a Risk Minimisation and Communication Plan in consultation with the Nominated Supervisor.
- Parents/guardians must not leave medications in children's bags; all medications for which Authorisations have been received must be handed directly to the Nominated Supervisor or a Responsible Person.

### **In the event of an emergency**

- In the event of an Asthma or Anaphylaxis emergency, the Nominated Supervisor or Responsible Person are to follow the child's medical action plan.
- The Nominated Supervisor or Responsible Person should call emergency services as soon as practicable, followed by contacting child's parent/guardian and AFDC's Business Manager to report the emergency.
- An Incident, Injury, Trauma & Illness record detailing the event must be completed as soon as possible after the event. This form must be signed by the child's parent/guardian as soon as practicable.

**Under no other circumstance can an Armidale OSHC Nominated Supervisor, Responsible Person or 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.**