

Policy Title: **Administration of Medication**

1. Scope: Educators, management, families and children.

2. Policy Statement:

Our service will provide and maintain a high level of care for children attending the service. The service will ensure that necessary educators will be suitably qualified in emergency first aid management and that first aid equipment and support will be available to all children, educators and visitors to the service and whilst on excursions. Ideally, all educators will undertake Senior First Aid, asthma management and anaphylaxis management training to ensure full and proper care of all is maintained (My Time, Our Place 3).

The service and educators can safely administer medication as necessary to children with the written authority of the child's parents/guardian.

3. Considerations:

- Education and Care Services National Regulation 90. 91.92. 93. 94, 95, 96
- National Law s174
- National Quality Standard 2.1 "

4. Procedure

- The service will ensure that the Administration of Authorised Medication Record is completed for each child who requires medication. A separate form is required for each medication.
- Medication may only be administered by the service with written authority signed by the child's parent or other responsible person named in the child's enrolment record who is authorised by the child's parents to make decisions about the administration of medication.
- No medication will be administered to a child unless prescribed by a Medical Practitioner. If a medication is an over the counter drug, it must be accompanied with a letter from a Medical Practitioner stating the child's name, dose required and the period for which this dose will be required.
- Medication must be provided by parents/guardians including the following
 1. Original container
 2. Original label -clearly readable
 3. Child's name clearly on label
 4. Any instructions or directions clearly stated on the label.
- Medication is not to be left in child's bag. It is to be given to staff on arrival to be stored securely and appropriately.

Administration of medication at the Service

- Educators will ensure that parent/guardian has completed authorisation form
- Educators will check that medication is prescribed for that child and is in date.
- Check that details on the medication correspond with details on authorisation record.
- Administration of medication must be witnessed by 2 educators
- **As per Reg 96, the Approved Provider of the service may permit a child over pre-school age in the service to self-administer medication if**
 - a) **An authorisation for the child to self-administer medication is recorded under the medication record for the child under regulation 92; and**

b) The Medical Conditions policy of the service includes practices for self-administration of medication.

- Educator or child self-administering medication must wash hands immediately before and after administering the medication.
- Both educators must sign the record after the medication is administered.

Emergency Administration of Medication

- In event of emergency, service must follow Incident, Injury, trauma and Illness Policy and complete appropriate record.
- In an emergency, where the administration of medication must occur, the service must attempt to receive verbal authorisation from parents or emergency contact who is authorised to consent for administration of medication.
- If no authorised persons can be contacted, the service must contact 000 or a registered medical practitioner.

Date Endorsed: _____

Date for review: _____