

# Tocumwal Pre-School

**SECTION: 2 – Children’s Health and Safety**

**POLICY NO: 2.5.0**

**POLICY: Administering Medication**

**REVIEW DATE: 31/5/18**

**DATE OF APPROVAL:**

## **Introduction**

It is important that all Centre staff are aware of the health requirements of all children and that there are effective processes to support and monitor these. Many children have chronic health problems such as asthma, diabetes, epilepsy and allergies and may be at risk of a medical emergency whilst in care and require emergency treatment or medication. In supporting the health and wellbeing of children the use of medications may be required by children at the centre. Any medication must be administered as prescribed by medical practitioners, first aid guidelines and per the Education and Care Services National Amended Regulations 2014 to ensure the safety of children attending the centre.

## **Goals – What are we going to do?**

The centre will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication. Families requesting the administration of medication will be required to follow the guidelines developed by the centre to ensure the safety of children and educators. The centre will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

**National Quality Framework, Quality Area 2: Children’s Health and Safety**

***National Quality Standard 2.1 Each child's health and physical is supported and promoted***

- 2.1.1 Each child's comfort and wellbeing and provide for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
- 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented
- 2.1.3 Healthy eating and physical activity are promoted and appropriate for each child

**Strategies - How will it be done?**

To facilitate effective care and health management of children who are taking medication for a health problem, prevention and management of acute episodes of illness or medical emergencies requiring administration of medication

**The Approved Provider will:**

- Communicate with families about children's health requirements by:
  - Ensuring families provide a summary of the child's health, Medications, allergies to medication or other substances, the doctor's name, address and phone number, and a First Aid Management Plan approved by their doctor if relevant, following enrolment and prior to the child starting in the centre. (See policies 2.3.0, 2.3.1, 2.3.2, 2.3.3, 6.3.0)

**The Nominated Supervisor will:**

- Ensure that a medication authority form (See Section 2, Appendix 4) is developed for each child requiring medication at the centre. The medication authority form

must detail the name of the child and have authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication.

- Ensure that medication is not administered to a child being educated and cared for by the centre unless:
  - the administration is authorised;
  - administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.);
  - from the original container;
  - with the original label clearly showing the name of the child;
  - and before the expiry/use by date
- Ensure that written and verbal notification is given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical.
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.

- Take reasonable steps to ensure that medication records are maintained accurately.
- Keep medication authority forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time. (See Section 7, Policy 7.4.0 Record Keeping).
- Ensure that educators receive information about the medical and medication policies during their induction.
- Request written consent from families on the enrolment form to administer the Emergency Asthma Kit if required. Families will be reminded that every attempt to contact them for verbal permission will be made by the education and care service prior to administering asthma medications. Refer to Medical Conditions Policies 2.3.0, 2.3.1, 2.3.2, 2.3.3 for further details.
- Inform families of the centre's medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

**Educators will:**

- NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure that medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a

labelled and locked medication container with the key kept inaccessible to children. (see Section 3, Policy Storage of Dangerous Chemicals, Substances & Equipment).

- Ensure they are adequately trained where necessary by an appropriate person, to administer required medication
- Ensure they comply with all relevant legislation, regulations, policies and guidelines,
- Before administering medication, check that the instructions on the Medication Authority Form (see Appendix 4) are consistent with both the doctor's instructions and the name and instructions on the label. If there is any doubt or inconsistency, the centre staff or nominated supervisor should check with the doctor or pharmacist and advise the parent/authorised nominee if it is considered the medication should not be administered.
- Ensure that two educators administer medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible to check the *Medication Authority Form*, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the Medication Form. Medications will be returned to the locked medication container after use.
- Follow hand washing procedures before and after administering medication.
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated

Supervisor may seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication.

- If any medical or first aid information, instructions or medication labels are written in a language other than English, ask the family to obtain an English version from their doctor or pharmacist to provide to the centre.
- Ensure that the *Incident, Injury, Trauma and Illness Record* (See Section 2, Appendix 7) documents any medication that may have been given.
- **For children who live in two family homes**, obtain a *Medication Authority Form* (see Appendix 4) from a family member from both homes.
- **If there is a disagreement between family members, including between custodial and a non-custodial parent**, inform the Nominated Supervisor and obtain advice from the Department of Education. If any centre's staff is **in doubt that appropriate consent has not been given** by all relevant family or guardians, do not administer the medication and obtain advice from the Department of Education.
- In the case of medication being required in an emergency (see also Policy 2.5.1 Managing a Child with Fever) without prior consent, ensure every attempt is made to secure consent from the child's parent/legal guardian/authorised nominee, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000. (See Procedure for Calling an Ambulance Section 2, Policy 2.8.1.)

- In the case of an anaphylaxis or asthma emergency medication may be administered to a child without an authorisation.
- If medication is administered under this regulation, the approved provider or nominated supervisor of the education and care service must ensure that the following are notified as soon as practicable—
  - (a) a parent of the child or authorised nominee;
  - (b) emergency services.
- In the case of an emergency, the administration of medication to a child is authorised if an authorisation to administer the medication is given verbally by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service. The centre must ensure that written notice is given to a parent or other family member of a child as soon as practicable, if medication is administered to the child.
- Ensure families and carers understand and acknowledge each other's responsibilities under the relevant legislation, the centre policy and these guidelines.
- Advise parents/authorised nominees who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines that the medications will not be administered, and medication prescribed for one child will not be administered to a sibling or another child.

- Be informed of any child enrolled who has a chronic health problem such as asthma (see policy 2.3.2), epilepsy (see policy 2.3.3), diabetes (see policy 2.3.1), severe allergy, food allergy or anaphylaxis (see policy 2.3), requires ongoing medication, or might require emergency medication, treatment or first aid.
- If any emergency arises where there is doubt or concerns about the child's safety, the centre staff must act in the best interests of the child's safety and health, by contacting the family, a doctor, the centre manager, or call 000 for an ambulance. (See Procedure for Calling an Ambulance 2.8.1).
- Ensure all medication, emergency treatment and medical management policies are consistent with what is required by the relevant legislation, these guidelines and by the centre's public liability insurance policy.

**Health records (such as Incident, illness, injury or trauma) are required to be kept until the child turns 25 years old. Medication records are required to be kept until the end of 3 years after the child's last attendance.**

**Families will:**

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long-term medication use.
- Complete a medication authority form and a medical condition/ risk management plan as applicable for children requiring medication while they are at the centre. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change.
- Be requested to sign consent to use creams and lotions should first aid treatment be required.



- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Keep children away from the care and education setting while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- NOT leave any medication in children's bags.
- Give any medication for their children to an educator who will provide the family with a *Medication Authority Form* (See Section 2, Appendix 4). The family will complete the *Medication Authority Form* and the educator will sign to acknowledge the receipt of the medication. No medications will be administered without written consent from the parent or authorised person.
- Provide any herbal/ naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication.
- If a child presents with a fever at the education and care service, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will implement the procedures outlined in Policy 2.5.1 Managing a child with acute fever

### **Statutory Legislation & Considerations**

- *National Quality Standard for Early Childhood Education and Care and School Age Care, Council of Australian Governments February 2018*
- *Education and Care Services National Amended Regulations 2018, 90. 92-96, 160, 177, 181-184*
- *Poisons and Therapeutic Goods Act 1996 (NSW); Public Health Act 1991 (NSW);*
- *The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011*

## **Sources**

- Guide to the Education and Care Services National Law and the Education and Care Services National Amended Regulations, Australian Children's Education & Care Quality Authority, 2018
- Early Years Learning Framework for Australia - Belonging Being Becoming Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments (2009)
- Community Early Learning Australia
- Staying Healthy, Preventing infectious diseases in early childhood education and care services, NHMRC, 5th edition (2013)