

# Medication Administration Policy and Procedure

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## Introduction

Studies of children in care have found that on any one day 5% of children are on medication for an illness. Many children have chronic health problems such as asthma, diabetes, epilepsy and allergies and may be at risk of a medical emergency while in care, requiring emergency treatment or medication.

This policy refers to general guidelines and requirements stated in the Education and Care Services National Regulations regarding administration of prescribed and emergency medication by children's program staff to children in their care and the administration of non-invasive medications such as oral and topical (skin) medications.

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## Policy

The preschool will facilitate the 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 safely administering medication.

All staff responsible for administering medication receive comprehensive training to ensure they understand their duty of care requirements, can respond to individual requirements, and follow the requirements outlined in this and related policies.

All staff, including casual staff, educators and volunteers, are informed of all children diagnosed with a medical condition and the risk minimisation procedures for these children.

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**Definitions**

<b>Term</b>	<b>Definition</b>
Emergency	An incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at the service.
Medication	A medicine, or a set of medicines or drugs, used to manager/improve a condition or illness.
Health Management Plan	A plan developed by the parents in consultation with their child's nominated treating doctor. The Medical Management Plan must detail the following: <ul style="list-style-type: none"> <li>• The specific health care need, allergy, or relevant medical condition including the severity of the condition</li> <li>• Any current prescribed medication</li> <li>• The response required from our service in relation to the emergence of symptoms</li> <li>• Medication required to be administered in an emergency</li> <li>• The response required if the child does not respond to initial treatment</li> <li>• When to call an ambulance for assistance</li> </ul>
Anaphylaxis	Anaphylaxis is a severe, life-threatening allergic reaction. Up to two per cent of the general population and up to five per cent (0-5years) of children are at risk. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, sesame, bee or other insect stings, and some medications.
Asthma	Asthma is lung condition which causes sufferers to have sensitive airways that react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow, and there is more mucus making it hard to breathe.
Diabetes	Diabetes is a serious complex medical condition which can affect the entire body. Diabetes requires daily self-care and management to minimise the risk of complications developing that can have a significant impact on quality of life and future health outcomes.
Epilepsy	Epilepsy is a disease characterized by an enduring predisposition to generate epileptic seizures and by the neurobiological, cognitive, psychological, and social consequences of this condition. Translation: a seizure is an event and epilepsy is the disease involving recurrent unprovoked seizures.
Allergy	A damaging immune response by the body to a substance, especially a particular food, pollen, fur, or dust, to which it has become hypersensitive.
Authorised person	A person who is authorised by a parent/legal guardian of the child to be contacted in the case the child's parents/guardian cannot be reached for the purpose of: <ul style="list-style-type: none"> <li>• an emergency, and or</li> <li>• collect the child from the service, and or</li> <li>• for administration of medications.</li> </ul>

**Eligibility**

The policy applies to all staff employed in Learning Links Education and Care Services.

**Responsible** Responsibilities for the policy are:

Person	Responsible for
Approved Provider	<ul style="list-style-type: none"> <li>• Ensuring that medical and medication administration policies are current and communicated to staff.</li> <li>• Ensuring staff training systems clearly communicate accountabilities and responsibilities.</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>• Ensuring that enrolment records contain details required for the safe administration of medications including the details of persons permitted to authorise the administration of medication.</li> <li>• Obtaining written consent from families to administer emergency medication if required e.g. EpiPen and Ventolin.</li> <li>• If safe to do so, contacting families for verbal permission prior to administering medications in the event of a medical emergency.</li> <li>• Ensuring that medication records are completed as required and stored confidentially.</li> <li>• Ensuring that medication is not administered to a child unless:               <ol style="list-style-type: none"> <li>1) There is a signed medication authority form</li> <li>2) The prescribed medication must be within expiry and in its dispensed packaging.</li> <li>3) The medication administered is in accordance with prescription instructions</li> </ol> </li> <li>• Ensuring that the parent is advised immediately following medication being administered to the child in an emergency.</li> <li>• Notifying Emergency Services if medication was administered during an emergency immediately following the incident.</li> <li>• Informing families of all the medication policies.</li> </ul>
Educators	<p>Educators will (with support from the Nominated Supervisor):</p> <ul style="list-style-type: none"> <li>• NOT administer any prescribed medication without authority – except in the case of an emergency.</li> <li>• In the event of an emergency and when safe to do so obtaining verbal consent from the parent or an authorised person.</li> <li>• Ensuring medications are within expiry date and are securely stored as per the prescription instructions.</li> <li>• Ensuring that two educators always administer medications and follow the established protocol.</li> <li>• Signing, dating and noting the time on the Medication Administration Record when medication has been administered and by whom.</li> <li>• Following hand washing procedures before and after administering medication.</li> <li>• Sharing any concerns or doubts about the safety of administering medications with the Nominated Supervisor.</li> <li>• Ensuring that the instructions on the Medication Authority form are consistent with the doctor's instructions and the prescription label.</li> <li>• Completes all required Incident, Injury, Trauma and Illness Record documentation.</li> <li>• Notifying a child's family if medication is due to expire or running low.</li> </ul>

Child's Family	<p>If you require medication to be administered to your child, you are responsible for:</p> <ul style="list-style-type: none"> <li>• Notifying educators when your child is taking any medications.</li> <li>• Completing medication authority and administration records.</li> <li>• Supplying a health management plan as applicable.</li> <li>• Completing a Risk Minimisation and Communication Plan in collaboration with the service staff as required for long term medication use.</li> <li>• Keeping prescribed medications in original prescription packaging.</li> <li>• Ensuring all medications are given to an educator on arrival to the service and NOT leaving medication in your child's bag .</li> <li>• Ensuring medication is within expiry and replenishing supplies as required.</li> <li>• Providing a letter from your doctor detailing the child's name, dosage and the expiry date if any herbal/ naturopathic remedies or non-prescribed medications are to be administered to your child.</li> </ul>
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### Storage of Medication

Prescribed medications must be provided to the service for storage in original packaging with pharmacy labels, bearing the original label and instructions and before the expiry or use by date.

Medications will be stored securely as per prescription instructions e.g. in the fridge, and out of reach of children.

### Procedure for Administering prescribed Medication

Follow the steps below to administer prescribed medication.

Step	Action
1	An educator with current and approved first aid qualifications to refer to the Medication Authority Form and Medical Administration record and confirm there is written authorisation to administer medication. Check the instructions on the Medication Authority Form are consistent with the doctor's instructions and the prescription label.
2	Follow hand washing procedures.
3	Check that the prescribed medication is in its original container, has the child's name, dose and time/frequency of administration.
4	Organise for another educator to witness the medication administration procedure.
4	Administer the medication as per the Prescription and Medical Practitioner's instructions.
5	Complete the Medical Administration Record (date, time, dosage, method and sign and obtain witness signature.
6	Return medications to correct storage areas immediately following the administration of the medication.

**Procedure for Administering medication for an incidents, illness, injury or trauma occurring at the service**

Follow the steps below to administer medication for medical incidents.

Step	Action
1	Educators will: Refer to a Medication Administration record for the child and confirm that written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b)) has been completed if it is safe to do so as a result of an illness, incident, injury or trauma arising at the service.
2	Follow hand washing procedures before and after administering medication.
3	If the medical incident is relevant to a known health condition and there is a health plan in place check that the prescribed medication is in its original container bearing the child's name, dose and time/frequency of administration.
	If the medical incident is not relevant to a known condition and there is no specific health care plan in place a first aid qualified staff member will follow the procedure for a first aid response. This could include the administration of medication.
4	Administer the medication as per the Medical Practitioners and or Health Management Plan instructions, with two Educators in attendance, one of whom must have an approved first aid qualification. One educator will be responsible for the administration and the other adult will witness the procedure.
5	Complete the Educator section of the Medical Administration Record (Date, time, dosage, method and sign off name/signature of both adults).
6	Ensure that the Incident, Injury, Trauma and Illness Record documents any medication given if it is in response to one of these needs arising.
7	Ensure that medications are stored away as per the instructions (fridge or otherwise) in the labelled medication container inaccessible to children.
8	Ensure that written and verbal notifications are given to a parent or other authorised person as soon as practicable, if medication is administered to the child in an emergency, e.g. asthma or anaphylaxis when consent was either verbal, written or provided by medical practitioners.
9	Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that emergency services are notified as soon as practical.
10	Inform the Nominated Supervisor (or delegate) of any medication administered in an emergency.

**Related documents and Legislation**

<b>Resource</b>	<b>Details</b>	
<b>National Quality Framework</b>	Quality Area	Requirement
	2 Children's' Health and Safety	2.1.1 - Each child's health is promoted 2.1.3 - Effective hygiene practices are promoted and implemented 2.1.4 - Steps are taken to control the spread of infectious diseases and the manage illness and injuries, in accordance with recognised guidelines 2.3.1 - Children are adequately supervised at all times. 2.3.3 - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
	7 Leadership and Service Management	7.3.1 - Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements. 7.3.5 - Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.
<b>Early Years Learning Framework</b>	Reference	Requirement
	3	Children have a strong sense of wellbeing.
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010: Section 173</li> <li>• Education and Care Services National Regulations: Regulations 90, 91, 96</li> <li>• Health Records Act 2001</li> <li>• National Quality Standards</li> <li>• Children (Education and Care Services National Law Application) Act 2010</li> <li>• NSW Work Health and Safety Act 2011: 128.</li> </ul>	
<b>Key Resources</b>	<ul style="list-style-type: none"> <li>• Guide to the National Quality Framework, ACECQA</li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011</li> <li>• Health and Safety in Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care - 5th Edition (2012)</li> <li>• NSW Ministry of Health: <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a></li> </ul>	
Other Preschool Policies and Documents:	<ul style="list-style-type: none"> <li>• Medical Conditions Policy and Procedure</li> <li>• Incident, Injury, Trauma and Illness Policy and Procedure</li> <li>• Handling Use and Disposing of Needles and Sharps Procedures</li> <li>• Child Safe Environment</li> <li>• Enrolment form – contacts details, authority for emergency administration of Panadol, Asthma and Anaphylaxis Medication.</li> </ul>	

**Document control**

This table outlines the control details for this document.

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