

MEDICATION POLICY

Date: 1995, Revised 15/06/06, Revised 1/12/06, Revised 24/09/07, Revised 26/10/2010, Reviewed 25/07/13, Reviewed 12/05/17, reviewed 16/4/19

Signed By Management Committee _____ **Date** _____

AIM

To provide for the safe, accurate and controlled administration of medication to the children.

BACKGROUND

The administration of medication carries obligations for both parents and staff. While parents must feel confident that the process is carried out efficiently and in accordance with medical prescription, staff must feel they are protected against any possibility that instructions have been misunderstood. For this reason, parents are expected to properly document their requirements and staff are expected to ensure that this has been done before any medication is administered. It is imperative that staff are told about any medication that has been administered within a six hour period before the child attends the Centre.

RELATED POLICY

Management of Unwell Child Policy
Exclusion Policy
Immunisation Policy
Nut Free Policy
Medical Conditions Policy

IMPLEMENTATION

1. Parents are to hand the medication to a staff member or leave in a nominated storage area.
2. Parents are to record details of the medication requirement in the Medication Instruction book and sign the entry.
3. A Team Leader is to verify that the entry has been fully completed and any discrepancy is to be resolved with the parent before the medication is administered. Where staff are in any doubt about the instructions given, the parent/s will be contacted for clarification. If the parent/s cannot be contacted no medication will be administered.
4. The administration of medications will be administered by the Team Leader or their delegated staff member if the team leader is unavailable, in accordance with the information provided in the Medication Record book and witnessed by another staff member, who will be a staff member from that section when possible. All staff administering medication must have a first aid certificate.
5. The Team Leader or their delegated staff member administering the dose will note the time it was given in the Medication Instruction book and sign the entry. This will be countersigned by the staff member who witnessed the administration of the medication.
6. Both the countersigner & person administering medication must both sight the medication to ensure it has the correct child's name and is being administered to that child.
7. Prescribed medication will be administered to the named child only.
8. Non-prescribed medications will only be administered if all following conditions are met:
 1. the medication is within the used-by date, and
 2. a medical practitioner, has so advised in writing, and
 3. multiple medications have been acknowledged by a medical practitioner in writing, and
 4. medication is labelled with the Child's name and instructions for administering.
9. Any exceptions to these conditions must be discussed with the group leader and agreed upon by the Director.
10. After five days, parents will be asked to seek further advice from their medical practitioner to confirm that the medication should be continued, unless the medical certificate/medication plan states that the medicine must be used on a long-term basis (e.g. asthma plan that states the child must use an inhaler on a daily basis).

11. Medication prescribed outside Australia will not be administered without written approval from an Australian GP that also includes instructions for administration of the medication.
12. Any spill, reaction or refusal to take medication will be recorded. Parents will be contacted immediately.
13. Application of Non-Prescribed Topical creams & lotions, including face paint, nappy rash cream and sunscreen lotion will only be applied if we have a signed authorisation from the parent and that they are within their use by date. Use-by dates will be noted by staff when creams & lotions are brought in by parents and parents will be reminded when the use-by date is nearly due to expire.
14. When children are moved into another room or section the parents will be asked to sign new permission forms for the application of topical creams, etc.
15. Topical creams & lotions containing nut oils will not be used at the Centre.

Other Medications

16. Parents are to inform the Team Leader or their delegated staff member about any medication (including Paracetamol, Asthma Medication) administered to the child outside the hours of their attendance at the Centre. (Refer to the statement in [background information](#))
17. Paracetamol is not to be administered by staff. Paracetamol is kept in the Nursery and for administering only if advised by an appropriately qualified medical person, e.g. Ambulance personnel, prior to the arrival of an ambulance at the Centre.

Exclusion

18. A child will be excluded from the Centre while on the following medications:
 - Flagyl (when used for Giardia).
 - Anti-diarrhoea medication.

NB Parents should note that taking prescribed antibiotics does not automatically ensure your child is well enough to resume attendance (Refer Management of Illness Policy)

Safety

19. Staff are to ensure that all medications are stored safely either in a securely sealed and labelled container in a refrigerator or in an authorised medication cabinet out of reach of children. Parents are to place medication in a nominated area, advise staff and document the medication.
20. Under no circumstances is medication to be left in a child's bag.

Sources:

Australian Children's Education & Care Quality Authority (2011), National Quality Framework Resource Kit, *Guide to the National Law and Regulations & Guide to National Quality Standards*,

Australian Government, National Health and Medical Research Council, *Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care – Fifth Edition*, November 2012

Toni Christie *The Essential ECE Handbook (2014)* User Friendly Resources

Policy Review Date: April 2021