

ADMINISTRATION OF MEDICATION

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Part 1 - Purpose

To ensure the safe administration of any required medication to children in Early Childhood Centres.

Part 2 - Scope

This policy and procedure relates to Quality Area Two of the National Quality Standard.

This policy and procedure applies to all Educators and support staff employed to work in an Early Childhood Centre, as well as to families of children enrolled in a Centre.

Part 3 - Policy

Any medication that is required to be administered must be prescribed by medical practitioners and meet first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

Families requesting the administration of medication will be required to follow Northside's guidelines in this Policy to ensure the safety of children and Educators. Early Childhood Centres will follow legislative guidelines and standards under the National Quality Framework to ensure the health of children, families and Educators at all times.

Part 4 - Procedures

4.1 The responsibilities of the Centre Director and Nominated Supervisor

The Centre Director and Nominated Supervisor (or Certified Supervisor on duty) will:

- Ensure that a Northside Medication Record is developed for each child requiring medication at the Early Childhood Centre at the time of enrolment, or when otherwise required. The medication record 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 unless:
 - the administration is authorised;
 - and 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 notifications are 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.
- Ensure that medication records are maintained accurately.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory-prescribed length of time.
- Ensure that all Educators receive information about the medical and medication policies during their induction.
- Ensure that all Educators have access to up-to-date information on all children's ongoing medical conditions;
- 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

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by the Centre prior to administering asthma medications.

- Inform families of Northside'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.

4.2 Administering Medication

When any medication is required to be administered to any child, 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.
- 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 under the National Quality Framework. Both Educators are responsible to check the Medication 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 (or Certified Supervisor on duty) to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or ACT Health before administering medication.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English.

4.3 Administering Paracetamol

- Families must provide their own paracetamol for use as directed by a medical practitioner. Paracetamol will be kept in the locked medication container for emergency purposes should the authorised person not be contactable.
- To safeguard against the over use of paracetamol, and minimise the risk of masking the underlying reasons for high temperatures, Educators will only administer paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.
- If a child presents with a fever at a Centre, 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 following procedures to reduce the child's fever and discomfort:
 - Remove excess clothing to cool the child down;
 - Offer fluids to the child;
 - Encourage the child to rest;
 - Provide a cool, damp cloth for the child's forehead;
 - Monitor the child for any additional symptoms;
 - Ensure an Educator remains with the child who is unwell, and minimises contact with other children.

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Part 5 - Definitions

Northside: Northside Community Service, including all Services operated by both Community Services and Children's Services.

Approved Provider: A person who holds a provider approval under the National Quality Framework. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.

Nominated Supervisor: A person who is a certified supervisor, has been nominated by the Approved Provider to accept day-to-day management of the Early Childhood Centre and has consented to that nomination.

Certified Supervisor on Duty: A certified supervisor is placed in day-to-day charge of an education and care service if the approved provider or nominated supervisor nominates the certified supervisor as the person in day-to-day charge, and the certified supervisor accepts this nomination in writing.

Part 6 – Related Documents

Education and Care Services National Regulations

located at: <http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Staying in Child Care – Fifth Edition (National Health and Medical Research Council)

located

at:

https://www.nhmrc.gov.au/files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_150602.pdf

Part 7 – Policy Status and Details

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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