

MEDICAL ADMINISTRATION

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Part 1 - Purpose

To ensure that children's medical needs are supported and met through the appropriate administration of medication.

Part 2 - Scope

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.

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

Part 3 - Policy

At Northside safety is our first priority. In supporting the health and wellbeing of children, the use of medication may be required while children are attending our Early Childhood Centres. Any medication must be administered as prescribed by medical practitioners and relevant first aid guidelines to ensure continuing health for the child and the child's safety and wellbeing.

Families requesting the administration of medication will be required to follow the guidelines and procedures developed by Northside to ensure the safety of children and educators. Northside will follow legislative guidelines and standards in order to ensure the health of children, their families and educators at all times.

Northside will ensure that children with medical conditions are supported and the specific requirements of managing their health and wellbeing are met (Please also refer to Northside's *Medical Conditions Policy*).

Part 4 - Procedures

The Nominated Supervisor will:

- Ensure that a medication record is developed for each child requiring medication at the Early Childhood Centre. 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 attending the Early Childhood Centre 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.);
 - The medication is from the original container with the original label clearly showing the name of the child;
 - The medication is within 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 an anaphylaxis emergency, that the parent or guardian is 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 accurate medication records are maintained on the premises.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time. (Refer to *Record Keeping Policy*).
- Ensure that educators receive information about the medical conditions of children in the Centre during their induction.

MEDICAL ADMINISTRATION

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



- Request written consent from parent or guardian on the enrolment form to administer *Emergency Asthma Kit* if required (Refer to *Medical Conditions Policy* for further details).
- Inform families of the *Medical Administration* policy and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Educators will (with the support from the Nominated Supervisor):

- **NOT** administer any medication without the authorisation of a parent or guardian – 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 parent or guardian/emergency contacts cannot be contacted.
- Ensure that medications are stored in the refrigerator in a labeled and locked medication container with the key kept in a separate location, **inaccessible** to children
- Ensure that two Educators are present when administering medications at all times. The Educator administering the medication must have a Diploma of Children's Services qualification at the minimum. One of these Educators must have approved First Aid qualifications in accordance with current legislation and regulations. 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 container after use.
- Follow hand washing procedures before and after administering medication.
- Share any doubts or concerns 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 or the prescribing doctor 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.
- Ensure that the *Incident, Injury, Trauma and Illness Record* documents any medication given (refer to *Incident, Injury, Trauma and Illness Policy*).

Families will;

- Notify educators, both via enrolment forms and verbally when children are taking medications. This includes short and long term medication use.
- Complete a *Medication Record Form* and a Medical Management Plan as applicable for children requiring medication while they are at the Early Childhood 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 (list of items in the First Aid kit provided at enrolment) should first aid treatment be required.
- Be required to keep prescribed medications in original containers with pharmacy labels. Medication 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 Early Childhood Centre while **any symptom of an illness remain and for 24 hours from commencing antibiotics** to ensure they are well enough to return to and that they do not have any 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 Form*. The family will complete the *Medication Form* and the educator will sign to acknowledge the receipt of the medication. No medications will be administered without written consent from the parent/family or authorized person.

MEDICAL ADMINISTRATION

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



- Provide any herbal/naturopaths 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.

Medications Stored at the Early Childhood Centre

The expiry dates for any medication, cream or lotion stored on the premises of an Early Childhood Education Centre will be checked every three months. Medications that have passed the expiry date will be disposed in a bin that is **inaccessible** to children. A list of First Aid contents close to expiry or running low, will be given to the Nominated Supervisor who will arrange for the purchase of the replacement supplies.

If a child's individual medication is due to expire or running low, the family will be notified by educators that replacement medication is required.

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
Regulations 90, 168(2)(d)

The National Quality Standard
Standard 2.1.1, 2.1.2, 2.2.1,

Staying Healthy in Early Childhood Education and Care (5th ed).

Children's Services Policies and Procedures:

- Medical Conditions Policy
- Record Keeping Policy
- Incident, Injury, Trauma and Illness Policy

Children's Services Forms:

- Medication Form
- Incident, Injury, Trauma and Illness Record

Part 7 – Policy Status and Details

Document Reference:	Medical Administration – Children's Services
Status:	Final
Approval Authority:	Bruce Papps – Chief Executive Officer

MEDICAL ADMINISTRATION

CHILDREN'S HEALTH AND SAFETY (QUALITY AREA 2)



Signature of Approval Authority:

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Part 8 – Revision History

Revision Date	Version No.	Change	Reference Sections
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