

▲ MEDICATION

▲ NQS

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented

Education and Care Services National Regulations: 92; 93; 95

▲ PURPOSE

The purpose of this policy is to set out the rules, regulations and responsibilities relating to the administration of medication to children.

▲ POLICY

It is the policy of the centre to administer medication in a safe, accurate and appropriate manner with relevant medical and parent/ guardian authorisations as outlined below.

Educators, parents/guardians must comply with the guidelines when administering medication to children.

▲ PROCEDURES

AUTHORISING MEDICATION / MEDICATION RECORD

Parents/guardians are required to complete the Medication Record to authorise educators to administer medication to their child. Parents/guardians are required to administer the first dose of any new medication to ensure that the child does not have an allergic reaction to the medication. The following information must be recorded on the **Medication Record**:

- the child's full name,
- authorisation to administer medication, signed by a parent or a person named in the child's enrolment form as authorised to consent to administration of medication
- name of the medication to be administered,
- standard time/s of the medication and dosage amount to be administered,
- the way the medication is to be administered (for example orally, applied to skin or to the eye, etc.)
- special considerations such as administer with food, do not crush tablet, avoid direct sunlight or clean wound before applying etc.

- time and date the medication was last administered,
- time and date, or the circumstances under which, the medication should be next administered.

If the medication is administered to the child, the details to be recorded on the Medication Record are:

- name of the medication that was administered,
- time, date and dosage of the medication that was administered,
- the way the medication was administered,
- any spill, reaction or refusal to take the medication
- the name and signature of the educator who administered the medication,
- the name and signature of the educator who checked the medication, dosage and administration of medication as a witness.

The Medication Record must be kept confidential and the storage of medication records must meet the confidentiality requirements. Medication Records must be retained until the end of three years after the last date on which the child was educated and cared for by the service.

Medication must always be handed to educators. Under no circumstance is medication to be left in a child's bag or unattended within the reach of children. Once it has been handed to an educator, all medication, both prescription and non-prescription, must be stored in a locked cupboard or locked sealed container.

ADMINISTERING MEDICATION

Authorisation

Educators will **only administer** medication (both prescribed by a registered medical practitioner and over-the-counter, pharmacists only medication) **if** the administration of medication is **authorised**.

The administration of medication is authorised when

- a) the administration is authorised by the parents/guardians on the Medication Record,
OR
- b) in the case of an emergency – the authorisation is given verbally by a parent or a person named in the child's enrolment form as authorised to consent to the administration of medication to two educators, OR
- c) in the case of an emergency – if a parent or a person named in the child's enrolment form cannot reasonably be contacted under the circumstances, the authorisation is given by a registered medical practitioner or an emergency service.

Medication prescribed by a registered medical practitioner

As far as medication prescribed by a registered medical practitioner is concerned, a FROEBEL educator with current first aid and a second FROEBEL educator must ensure that it is administered:

- a) from its original container, bearing the original label, with the full name of the child to whom the medication is to be administered
- b) before the expiry or use by date,
- c) in accordance with any instructions attached to the medication or written by a registered medical practitioner, particularly regarding the required dosage and frequency of dosage.

Over-the-counter / pharmacists only medication

As far as over the counter ("pharmacists only") medication is concerned, it will only be administered if its administration has been recommended (along with instructions on dosage and how to administer) by a registered medical practitioner OR a registered nurse in writing (**e.g.** within a clearance letter of the child's doctor, stating that the child is fit to return to childcare).

Parents/guardians must clearly label the product with the child's name, dose required and frequency of the dosage. This information must also be identically provided on the Medication Record, signed by a parent/guardian.

The same procedures apply to **natural remedies or herbal preparations**.

Exceptions may **only** be granted at the Nominated Supervisor's or (if the Nominated Supervisor is absent) a Responsible Person's absolute discretion and only where the parents/guardians written authorisation has been obtained (**e.g.** for the administration of Panadol/Paracetamol or Chlorsig eye drops (only children older than 2 years), **refer to Special Provisions on next page**).

The application of preventative and barrier creams for dry skin or topical allergies such as eczema, will require an Eczema action plan completed by a medical practitioner or nurse.

https://www.allergy.org.au/images/pcc/ASCI_A Eczema Action Plan 2020.pdf

Nappy Creams – Preventative non-prescription barrier creams

The following procedure must be adhered to for the application of nappy creams to be used:

- All nappy cream is to be supplied by the family at their own cost;
- **NO** nappy creams with nut-based ingredients will be allowed.
- All cream must be clearly labelled with the child's full name.
- Staff will only apply nappy cream to a child that has been provided by their parent/ guardian, labelled and with a completed authorisation form

- Parents must complete a medication authorisation form for non-prescription nappy cream.
- A new form must be completed with each new cream that is supplied.
- Time of application will be recorded on the Nappy Change Record sheet.
- Should prescription cream be required a medical authorisation form must be completed, and it can only be applied to the child it is prescribed for, in this circumstance the medical record form will be completed each time the prescription cream is applied.

Procedures during administration of medication

- The educator authorised to administer medication will wash their hands and wear gloves before preparing to administer medication.
The educator must show the Medication Record, the medication label on the original container, the expiry date, and measured dosage to a second educator; the second educator will double check that the following is true and correct:
 - Medication,
 - Dosage,
 - Time of administration and
 - the correct child is receiving the medication.
- The educator holding a current First Aid and CPR qualification will then administer the medication to the child.
- Details of the administration process must be recorded on the child's Medication Record and signed off by both educators;
- A parent or a person named in the child's enrolment form as authorised to consent to the administration of medication are to sign the Medication Record when they arrive at the centre to collect their child.

Educators will not and must not administer unlabeled medication.

Cases of asthma or anaphylaxis emergencies

In case of an anaphylaxis or asthma emergency medication may be administered to a child without an authorisation. The Nominated Supervisor must ensure that a parent of the child and emergency services are notified as soon as practicable.

SPECIAL PROVISIONS

The following special provisions will apply in relation to the administering of medication:

- Educators will not be responsible for the administering of medication such as Epipen or injections if:
 - They do not feel comfortable undertaking the procedure,
 - FROEBEL Australia Ltd has not given permission for the procedure to occur and
 - They have not received appropriate training in the procedure.

PLEASE NOTE that we always aim to have at least one sufficiently trained educator on site at all times who is generally willing and able to administer an EpiPen treatment.

- Where a child has an ongoing medical condition, parents/guardians are required to provide a written action plan developed in conjunction with the primary medical practitioner,
- Where medication labels or instructions are written in a language other than English, the parents/guardians will be required to provide the centre with an English version,
- **Panadol/Paracetamol** will not be administered to any children for a period greater than forty-eight (48) hours (two [2] consecutive days) except on medical advice
- **Chlorsig eye drops**
 - will **not** be given to children under 2 years of age,
 - will **not** be given to any child for a period exceeding 5 consecutive days, unless recommended (along with instructions on dosage and how to administer) by a registered medical practitioner OR a registered nurse in writing.

The parent's written authorisation must contain a statement that their child is **not allergic** to chloramphenicol.

The parents must provide a new bottle of Chlorsig for every individual child that is clearly labelled with the child's name, dose required and frequency of the dosage. We will never give Chlorsig eye drops from a bottle that has already been used on one child to another child ("One child, one label, one bottle").

▲ SOURCES AND FURTHER READING

- Children Education and Care Services National Law Application Act 2010
- Education and Care Services National Regulations
- National Health and Medical Research Council: „Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)”, June 2013
http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_5th_edition_updated_130701_0.pdf
- Infection Control and some common Infections in Young Children, Childcare and Children's Health, Vol. 8 (3), 1-4, 2005:
www.rch.org.au/emplibrary/ecconnections/CCH_Vol8_No3_May2005.pdf
- Therapeutic Goods Administration. (2007). scheduling of medicines and poisons: National Drugs and Poisons Schedule Committee (NDPSC). Retrieved on 28 June 2007, from: <http://www.tga.gov.au/industry/scheduling.htm#.VA5f8KNQyqg>
- Australian Society of clinical immunology and allergy (ASCIA)
<https://www.allergy.org.au/patients/skin-allergy/eczema>

▲ ASSOCIATED POLICIES

▲ Approved Provider:
FRÖBEL Australia Ltd
ABN: 73 135 620 370
www.froebel.com.au

- Asthma Policy
- Allergies Policy
- Medical Conditions
- Sickness

▲ **POLICY REVIEW**

- The Centre (together with educators) will review this policy every 12 months.
 - The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
 - Families are encouraged to collaborate with the Centre to review the policy and procedures.
- **Last review:** 31.07.2023
Next review: 31.07.2024