Administration of Medication

POLICY STATEMENT
Our service seeks to ensure the proper care and attention is given to all children through specific guidelines regarding use of medications. To ensure the interests of staff, children and parents are not compromised, medication in its original packaging will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner.

To support children to take increasing responsibility for their own health and wellbeing, specific consideration will also be given to children who are carrying medication in their school bags and whose parents have given them permission to self medicate (“My Time, Our Place” 3.2). In order for the staff to properly care for children, the service has an expectation that parents will inform Educators if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. Educators will use this information to support the child's participation in the service (“My Time, Our Place” 4.3)

Where relevant, in accordance with Regulation 90, the centre will ensure that a child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child’s specific health care need, allergy or specific medical condition.

CONSIDERATIONS
- National Law 167 (protection from Harm and hazard)
- National Regulations: Regulation 92-96 (medication records, authorisation and administration of medication), 178 (documents to be kept), 181-184 (confidentiality)
- National Standard 2; Element 2.1.1
- “My Time, Our Place” Outcome 3 (2. Children take increasing responsibility for their own health and wellbeing)
- Service policy on “Medical Conditions”.
- Service policy on “Confidentiality”

PROCEDURE
Medical Records:
Parents/guardians whose children require medication and who wish medication to be administered to their child or have their child self-administer their medication at the Service will be given a copy of this policy, as well as a copy of the Dealing with Medical Conditions Policy. They will need to complete an administration of
medication form providing the following information before any medication can be administered. This information will be kept by the centre in a medication record.

Details to be supplied by the parent/guardian:

- The name of the child
- The authorisation to administer medication, (including if applicable, authorisation for self-administration) signed by a parent or person named in the child’s enrolment form as authorised to consent to administration of medication
- The name of medication being administered
- The time and date medication was last administered
- The time and date, or the circumstance under which, the medication should next be administered
- The dosage of the medication to be administered
- The manner in which the medication is to be administered
- The signature of the parent/guardian or authorised person (as authorised in child’s enrolment form)

In addition to the above information, the Centre will keep a medical record that documents the following information:

- The time and date the medication was last administered by the Centre
- If the medication is administered to the child -
  - The dosage administered
  - The manner in which the medication was given
  - The time and date the medication was administered
  - The name and signature of the certified supervisor who administered the medication, or in the case of self-administration of medication, the name and signature of the child who self-administered medication.
  - The name and signature of another educator whom checked the dosage and administration of medication

**Administration of Medication:**

The Centre will only allow medication to be administered to a child with written authorisation from a parent, or person authorised to consent to the administration of medication, except in the case of an emergency. In the case of a medical emergency, authorisation to administer medication is allowed by the Centre to be given verbally by a parent/guardian or authorised person named in the child’s enrolment form. In the case that these individuals cannot reasonably be contacted under the circumstances, verbal consent from a registered medical practitioner or an emergency service will authorise administration.
In the event that verbal authority is given over the phone to administer medication, two staff members are to receive verbal authority from the authorised person, write down and compare that the same dosage is required. One of the staff members is to be a Certified Supervisor. Both staff members are required to sign this request.

Under these circumstances, the Centre will ensure written notice is given to the parent/guardian as soon as practicable, informing of this verbal consent and the administration of medication.

The only exception to this authorisation will be in the case of an anaphylaxis or asthma emergency. If this does occur, the Centre will ensure that emergency services are contacted and the parent/guardian of the child is notified as soon as practical after the administration of medication.

Medication will be administered only to the child for whom it is prescribed. Medication will only be administered to a child if it has been prescribed by a registered medical practitioner, is in its original container, bearing the original label and instructions with the name of the child and the expiry/use by date.

The centre will administer medication in accordance with instructions attached to the medication or any written or verbal instructions provided by a registered GP. Non-prescription medication will not be administered at the service unless authorised by a doctor.

Medication will only be administered during service operating hours, by the nominated supervisor or a certified supervisor, unless the child has permission to self-medicate.

Before medication is given to a child, the certified supervisor (with current First Aid Certificate) who is administering the medication will verify the correct dosage with another educator who will also witness the administration of the medication.

When medication is administered to a child, the certified supervisor will accurately record all necessary information on the child’s medication form, including: name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.

Where medication for treatment of long term conditions such as asthma, epilepsy, diabetes or ADHD is required, the service will require an individual medical/health management plan developed in conjunction with the child’s medical practitioner or specialist and signed by the parent detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.

**Self-Administration of Medication:**

The self-administration of medication by a child is allowed at the Centre, should parents wish for their child to be allowed to self-administer medication. However, this will only be allowed with written and signed authorisation from the parent for the child to self-medicate and if recorded on the child’s medication record and health management plan, with all necessary information/details supplied, as per the medication record and health management plan.
Additionally, the Centre requires that children notify staff that they will be taking their medication and self-administer medication in the presence of the nominated supervisor or a certified supervisor. Once staff members are aware that a child has self-medicating, it will be documented on the child’s Medication Record as necessary, including all necessary details and information (as per Medical Records above) and signed by a parent.

The only exception to this authorisation will be in the case of an anaphylaxis or asthma emergency. If this does occur, the centre will ensure the parent/guardian of the child and emergency services are notified of the administration of medication as soon as practicable following administration.

Should families want educators to administer medication where a child would normally self-administer medication, the service requires the families to supply all necessary authorisation, documentation and information as per the administration of medication procedure, for the educators to administer the medication.

In the case of an emergency, authorisation to self-administer medication is allowed by the centre to be given verbally by a parent/guardian or authorised person named in the child’s enrollment form. In the case that these individuals cannot reasonably be contacted under the circumstances, verbal consent from a registered medical practitioner or an emergency service will authorise self-administration.

Again, in the event that this verbal permission is given due to an emergency, the centre will ensure written notice is given to the parent/guardian or other family member as soon as practical informing of this verbal consent and the self-administration of medication.

No authorisation is required to administer medication in the event of an asthma or anaphylaxis emergency. The parent and/or emergency services will be notified as soon as possible after administration of medication.

Storage of Medication to be Administered:

Any medication to be administered must be given directly to a certified supervisor and not left in the child’s bag, except in the case of an asthma reliever (as outlined below). Educators will store the medication in the Centre First Aid cupboard, clearly labelled and ensure that medication is kept out of reach of the children at all times. Medication must be within the expiry date.

If anyone other than the parent is bringing the child and child’s medication to the service, written authorisation from the parent, detailing the prescribing medical practitioner, bearing the original label and instructions, in the original container with the child’s name and medications expiry/use by date, must accompany the medication.

An exception to the the procedure is applied for asthma medication for severe asthmatics in which case the child may carry their medication on their person with written parental authorisation as recorded on the child’s individual medical record and health management plan. Where children carry their own asthma medication they are required to report to an educator with their puffer as soon as possible prior to self medicating so the nominated supervisor or certified supervisor can observe and assist if necessary. The service will document a record of this medication
administration including time, date, educator whom observed and if the symptoms were relieved as per the Medical Records procedure above. Where the child’s parent couldn’t be contacted and a medical practitioner’s approval is given staff will complete the medication form and write the name of the authorising medical practitioner.

In one off circumstances the service will not make an exception to this policy and will require parents to complete the procedure for educators to administer medication.

| DATE ENDORSED____________________ | DATE FOR REVIEW AND EVALUATION___________________________ |