

Administration of Authorised Medication Policy

NQS

QA2	2.1.1	Each child's health needs are supported.
	2.3.2	Every reasonable precaution is taken to protect children from harm and hazard likely to cause injury.

National Regulations

86	Notification to parents of incident, injury, trauma and illness
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement- anaphylaxis or asthma emergency
95	Procedure for administration of medication
161	Authorisation to be kept in enrolment record
162	Health information to be kept in enrolment record
167	Offence relating to protection of children from harm and hazards
168	Education and care service must have policies and procedures.

EYLF

LO3	Children take increasing responsibility for their own health and physical wellbeing. Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
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Aim

Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

Related Policies

Emergency Service Contact Policy
Enrolment Policy

Implementation

Stirling Community Early Learning Centre recognises that educators are not health care professionals. For that reason, parents are encouraged to administer **prescription medication** where possible at home either before or after the child attends the Centre.

We realise from time to time it may be necessary for your child to be given medication. However, the centre does not have the resources to administer medication continually during the day. Medical practitioners may be able to prescribe antibiotics to be given at home, for example twice daily.

If staff feel a child on medication is too ill to remain at the centre parents/guardians will be notified and the child will need to be collected.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

The process of administering medications is crucial because failure to follow good practice may result in an accident, illness or some other harm.

Please note the Centre's staff cannot administer a first dose of medication if the child has never had it before in case there is an allergic or adverse reaction.

Our service and educators will only administer medication to children if it is authorised by parents and accompanied by a Medication Authority can be endorsed by the following: medical practitioners (GPs and/or specialists), dentists, ophthalmologists, nurse practitioners and pharmacists.

In the case of a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Administration of Medication (non-emergency)

If children require medication for an illness a Medication Authority needs to be filled in by the family's medical practitioner. This will ensure the staff members are clear about the procedures to follow.

The staff will not be able to administer non-prescription drugs without a Medication Authority. The exception to this is Sudocream, sunscreen and teething gel. Teething gel need to be in a pharmacy labelled container and will be used as last resort after cold teething rings have been tried. We will administer sunscreen without prescription by a doctor if a parent or authorised person authorises this on the enrolment form.

Educators will administer medication to a child only when:

- The medication is authorised in writing by a parent or another authorised person and
 - is the original container
 - has not expired
 - has an original label and instructions that can be clearly read
 - has the child's name
 - is administered in accordance with any instructions on the label or from the doctor
 - The prescribing Doctor has completed the Medication Authority form and the centre retains a copy (see attached)
 - parent/guardian has completed the authorisation form for a qualified staff member to administer the medication (medication book).

- Administering medication staff will ensure that:
 - the right child receives:
 - the right medication,
 - the right dose
 - the right time
 - the right route,
 - right date within expiry date
 - right documentation

- After the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

Complementary medicines and vitamins will NOT be administered by educators at childcare.

Medication handover

Medications, lotions and creams must be handed to a staff member who will place them in a safe area or if required in the fridge. They must never be left in a child's bag or any other place that is accessible to children.

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate

storage. Auto injection devices (e.g. EpiPen's) and asthma puffers will be stored up high in rooms, so they are inaccessible to children.

All other medication will be stored in accordance with the storage instructions on the medication in a locked labelled container in the infant's room fridge. Non-refrigerated medication will be kept away from direct sources of heat.

Administration of Analgesics:

Any infant or child who is unwell, or in moderate to severe pain, should be seen by a doctor to find out the cause.

Stirling Community Early Learning Centre recognises that ill children are best cared for at home. When children are unwell, they require one-to-one care which we are unable to provide at childcare. Children who are not well in the morning should be kept at home for the entire day. If a child becomes unwell during the day parents will be asked to collect them from the Centre. Parents have a great deal of responsibility. Not only should parents be knowledgeable about the medications they give their children at home, they also need to consider how medication issues may affect others responsible for their children outside of the home.

Over the counter analgesics work by blocking the pain impulses in the brain and spinal cord and therefore can mask signs and symptoms of serious illness or injury.

Childcare staff will not use over the counter analgesics such as Panadol as a standard first aid measure.

Fever and Panadol or other analgesics:

A fever causes a child to feel unwell. By lowering the body temperature with Panadol or other analgesics is usually not necessary, and it will not make the child get well more quickly.

Panadol and other analgesics do not treat the cause of the pain or the fever; instead they block the pain and discomfort for a period of time (usually about three hours). Any baby or child who is unwell or in pain should see a doctor to find out what the cause is, particularly if the child is clearly unwell, pain lasts more than a few hours, or it is severe. In some illnesses such as meningococcal disease, symptoms such as fever and joint pain can develop quickly and it is vital treatment is provided without delay.

A fever is a sign that the child or baby has an infection and that the body's immune system is working hard to control the infection. Theoretically, by lowering the temperature by giving analgesics, the immune system becomes less effective.

Using analgesics such as Panadol does not protect a child from febrile convulsions, even if the temperature is lowered.

Pain and Panadol or other analgesics:

Panadol can make pain less severe, but it will not treat the cause of the pain. Panadol can help a child sleep more easily if s/he is recovering from an ear infection. Educators will administer Panadol that the doctor has prescribed for this purpose and for the specified time only.

Administration of Medication in emergencies other than anaphylaxis or asthma emergencies

- Educators will administer medication to a child in an emergency:
 - if a parent or another authorised person verbally authorises the administration of the medication or
 - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- The Nominated Supervisor will contact the child's parent, and provide written notice to the parent, as soon as possible.
- The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record. Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

Administration of Medication during Anaphylaxis or Asthma Emergencies

- Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- The Director or Team Leader will contact the child's parent and the emergency services as soon as possible.
- The Director will advise the child's parent in writing as soon as possible.
- The Director will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Medication Record

Educators will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next
- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration. We will use the Medication Record template published on our Spike data base that is compliant with the national quality framework.

Sources

- Education and Care Services National Regulations 2011, Division , Regulation , <https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/full>, accessed 03 August 2020
- ACECQA – National Quality Standard, Quality Area 2, <https://www.acecqa.gov.au/nqf/national-quality-standard>, accessed 03 August 2020
- Early Years Learning Framework, Belonging, Being & Becoming, Outcome 3, <https://www.education.gov.au/early-years-learning-framework-0>, accessed 03 August 2020

Health Support Planning: <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-support-planning>

Using Paracetamol: Child and Youth Health online: www.cyh.com.au

Encyclopaedia of Family Health, Readers Digest

The Meningitis Centre: <https://www.meningitis.com.au/>

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