Medication Administration Policy

Introduction

To promote the health, safety and wellbeing of children at the Service, medications may sometimes be necessary. Any medication is administered according to the medical practitioner's directions for use and first aid guidelines to maintain the child's health, safety, and well-being. In accordance with the Education and Care Services National Law and Regulation 92, early childhood services must maintain medication records for each child receiving medication from the Service.

This policy is guided by the paramount consideration that children's safety, rights and best interests are upheld above all other considerations in all decisions, actions and practices.

Goals / What are we going to do?

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

Strategies / How will it be done?

The nominated supervisor will:

- The medication is stored securely and appropriately to prevent children from accessing the medication, ensuring children's safety and wellbeing.
- Ensure that a medication record is developed for each child requiring medication at the education and care service. The medication record must detail the name and date of birth of the child
- Authorisation to administer medication must be signed by a parent or authorised person named in the child's enrolment record as authorised to consent to the administration of medication.
- Ensure the service demonstrates administration of medication practices priorities the paramount consideration of child safety and wellbeing
- The following information must be included:
    - The name of the medication to be administered

- The time and date the medication was last administered
- The time and date or the circumstances 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:

  if the medication is administered to the child—
  (i) the dosage that was administered; and
  (ii) the manner in which the medication was administered; and
  (iii) the time and date the medication was administered; and
  (iv) the name and signature of the person who administered the medication; and
  (v) if another person is required under regulation 95 to check the dosage and administration, the name and signature of that person.

- Ensure that medication is not administered to a child being educated and cared for by the service unless it is:
  - prescribed by a registered practitioner, from its original container with the original label including the name of the child for whom it is prescribed, before the expiry or use-by-date, or
  - from its original container, with the original label and dosage instructions and before the expiry or use-by-date, and in accordance with any instructions attached to the medication or provided by a registered medical practitioner, either verbally or in writing.
- Ensure that written and verbal notification are given by a parent or other authorised person 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, the parent of the child and emergency services are notified as soon as practicable.
- Services to adhere to notifiable incidents via the NQA ITS portal according to regulations, within 24 hours.
- Ensure that enrolment records for each child outline the details of authorised persons permitted to authorise the administration of medication to the child.
- Take reasonable steps to 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 educators receive information about the medical and medication policies during their induction.
- Request written consent from families on the enrolment form to administer emergency *asthma medication* if required. Families will be reminded that every attempt to contact them for verbal permission will be made by the education and care service prior to administering asthma medications. Refer to *Medical Conditions* Policy for further details.
- Inform families of the education and care service'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.

Educators will (with support from the nominated supervisor):

- Ensure they understand their responsibilities and duty of care in addressing each child's unique health care needs.
- 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 they are aware of children with diagnosed medical conditions and are knowledgeable about strategies to support their specific needs.
- Ensure that medications are stored in the refrigerator in a labelled and locked medication container with code access, code not available to children. For medications not requiring refrigeration, they will be stored in a labelled medi-bag stored out of reach of children in the applicable prep room / storeroom which is not accessible by 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. 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 medi-bag after use.
- Medication is only to be administered by permanent staff members holding an authorised current First Aid Certificate. Trainees are not to administer or witness medication. Casual staff who regularly work at the service are permitted to witness medication on consultation with Director.
- Follow hand washing procedures before and after administering medication.
- Share any concerns or doubts 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, the prescribing doctor, or the Public Health Unit 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 policy.)
- Will receive specific training to safely administer any required medication, with written consent from the child's parent or guardian.
- Advise families or carers at pick up time when the medication was administered, and return medication to the parent or carer (if applicable)
- Contact families or carers if the medication was not administered on time to seek further instructions

Families will:

- Notify educators, via enrolment forms, medication administration forms and verbally when children are taking any medications. This includes short- and long-term medication use.
- Complete a medication record form and a first aid/risk management plan as applicable for children requiring medication while they are at the education and care service. Documents for long-term medication use will be developed with the family and the medical practitioner completing and signing the plan. Medical management plans must be updated as the child's medication needs change or annually
- 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. Medications will only be administered as directed by the medical practitioner and only to the child for whom the medication has been prescribed. Expired medications will not be administered.
- Keep children away from the care and education setting while any symptoms of an illness remain and for **24 hours from commencing antibiotics** to ensure they have no 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 or authorised person.
- Provide any herbal/naturopathic 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 kept at the education and care service

Any medication, cream or lotion kept on the education and care premises will be checked every three months for expiry dates in conjunction with the First Aid Checklist.

Audits will be completed of first aid kits, and a list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor, who will arrange for the purchase of replacement supplies.

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

Medication for staff's personal use is kept in a locked box in kitchen (No children allowed in kitchen) and/or in handbags in lockers (also out of children's reach).

NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE.

Evaluation

The administration of medications is practised in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs.

Related Guidelines, Standards, Frameworks

- ACECQA's Guide to the National Quality Framework, Section 3
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013 – www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf
- NSW Department of Health – www.health.nsw.gov.au
- National Health and Medical Research Council – www.nhmrc.gov.au

Related Links

- Education and Care Services National Regulations: 90, 92-96, 160, 177, 181-184
- National Quality Standards/Elements: 2.1, 2.1.1, 7.1.2

Sources

- ACECQA's Guide to the National Quality Framework, Section 3
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 6th Edition, 2024 - https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf
- NSW Department of Health – www.health.nsw.gov.au
- National Health and Medical Research Council – www.nhmrc.gov.au

Last review date	Changes made	Next review date
October 2026	Updated to ensure paramount consideration and changes to wording of staff personal use medication.	October 2027
January 2025	Editing changes and update to sources links	January 2026
Jan 2023	Policy maintenance - no major changes to policy Minor formatting edits within text Minor changes to reflect National Regulations hyperlinks checked and repaired as required	January 2025