

## Administering Medication

### Purpose

- The wellbeing of children is of paramount importance to educators working in the centre. Preventative and responsive measures are put in place to ensure safe and appropriate administration of medication in accordance with legislative requirements. The requirement for first aid qualifications, as per the regulations, are met at all times. (Level 2 first aid, CPR, anaphylaxis, asthma)

### Procedure - Educators' Responsibilities:

- Administer medication in accordance with the Children's Services Regulations.
- Make available, at all times the service is operating, the blue medication sheets for parents to record their authorisation for the administration of any medication while their child is attending the service. Detail in the parent handbook all requirements concerning the correct procedure for completing the medication forms.
- Only administer medication for the person it was prescribed for.
- Educators who have completed centre induction, including medication administration training with the manager, and are familiar with the person receiving the medication may administer medication. They must be completely confident the child receiving the medication is the one who is named on the authorisation form and the medication packaging.
- Educators must ensure hygiene practises are followed. Wash their hands prior to and following medication administration, wear gloves where necessary, thoroughly washing measuring droppers.
- The medication must be prepared, checked (includes child's name on bottle, time of medication to be given, time between doses, amount to be given, expiry date of medication). and witnessed by two permanent/familiar Educators, one of whom must be a diploma or degree qualified staff member.
- Medication will only be given if it is in its original container
- If there is variance between the parent directions and medication directions, medication is not to be given. Immediately inform the Manager of the issue for confirmation with parent/guardian or health care professional. Where a discrepancy occurs between the recommended dose of a medication, and the amount a parent has written on the medication form, staff are obligated to follow the manufacturer's instructions and/or prescription.
- The service reserves the right to contact a health professional to discuss the administering if there is any discrepancy, even if parent/guardian has made written request.
- A proper marked measure must always be used to make sure the dose is accurate. Medication must not be given in a diluted form. e.g. in a drink.
- Always provide a drink of water after oral and asthma medications are administered.
- The name of medication, dosage, time administered and name and signatures of the two people administering the medication must be recorded on the medication authorisation form. The authorisation form is retained in the room attendance book. When completed or child leaves the centre it is to be moved to storage for a period of 21 years.
- Following the giving of the medication, the child should be observed for any reactions which may be attributable to the medication. These should be noted on the authorisation form and the parent informed - either immediately if the reaction is major, or at the end of the day if the reaction is

minor. Reactions may include drowsiness, shortness of breath, vomiting, diarrhoea, rash, overactivity, or severe headaches.

- All required medications, including those required by children with asthma or anaphylaxis, will be placed in the medication basket on the raised shelf allocated or in the fridge within the room the child is in, and carried on excursions.
- Hand medications to parents directly on departure. Do not place any medications in children's bags.
- On arrival Educators are to make themselves aware of all medications to be given during the course of the day for the room they are working in.
- If an Educator is unsure of the best interests of the child related to an illness or medication, it is very important that they document their concerns and to discuss the situation with the Manager.
- These procedures also apply to Homeopathic / Naturopathic medications. If labels on alternative medicine bottles are hand-written, do not identify the practitioner and do not have the child's name on, it would be necessary to obtain a written letter (on letterhead) from the prescribing practitioner, stating the name of the child, the name of the medication and the dosage, and times or circumstances under which the medicine is to be given to the child.

#### **Procedure - Parents' Responsibilities:**

- Sign the medical permission included in the Enrolment Form before care commences. This allows staff to seek medical, hospital or ambulance assistance for their child and the family will pay for all costs connected with this treatment.
- Discuss with the Managers any required medication that must be given for ongoing illness such as asthma, anaphylaxis etc. For these cases a management plan must be completed and medication must be provided each day the child is in attendance.
- Ensure medications of any kind are **NOT** kept in their children's play bag. Hand them to an educator to store in the appropriate location. Retrieve medications at pickup time.
- Closely monitor and inform the centre of any allergic reaction to medication being used.
- Medication can only be administered when the parent has completed a medication authorisation form. The date to be given, child's name, name of medication, time/date last given, dosage, time/circumstance to give the medication, and parent signature are required. (Authorisation may be given over the phone by the parent so long as there are two staff members receiving the information. The parent must sign the medication form on their next visit to the centre.)
- When filling out the medication form specific instructions are required, "if needed" is not sufficient, rather "if temp exceeds 38", or "if coughing persists".
- Details regarding medication and administration need to be discussed between Educator and parent before the parent leaves. Make sure the dose is right for the child's age or weight and is suitable if the child is under two.
- All medical treatments need to be written up, including teething gel, antifungal & eczema creams.
- Medication must be in its original container, which is labelled with the name of the medication and recommended dose. Prescribed medicines will have the name of the child typed clearly on the container. All other medications need to have the child's name written on them.
- For Homeopathic / Naturopathic medications a written letter (on letterhead) from the prescribing practitioner, stating the name of the child, the name of the medication and the dosage, and times or circumstances under which the medicine is to be given to the child is required.
- Before self-administering of medication can be implemented there needs to be a discussion between parents and manager/s. An administration plan must be developed for self-administering.
- Used by dates of medication kept at the centre will be kept in the diary.

## **Sources**

1. Educational and Care Services National Law Act 2010
2. Educational and Care Services National Regulation 2010
3. Staying Healthy 5th Edition
4. Guide to the National Quality Standard (3) ACECQA ( 2011)

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Date Reviewed: August 2018