

Administration and Storage of Medication Policy

POLICY STATEMENT

At EHOOSH we aim to provide the best possible care of the health of all children at the Service by following specific guidelines regarding administration and storage of medications. In the interests of all children, and to ensure that educators and parents are not compromised, medication will only be administered from its original packaging and with the explicit permission of the parents (or in the case of an emergency, with the permission of a medical practitioner).

A Medication Record giving authorisation to administer medication and recording all medication administered must be provided and maintained. To support children to take increasing responsibility for their own health and wellbeing, consideration will be given to children who are carrying medication in their school bag (or on their person in the case of severe asthma sufferers) and whose parents have given written permission to self-medicate.

In the interests of caring for the health of all 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 any possible side effects it may have. Educators will use this information to support the child's full participation in the Service.

PROCEDURE

Medication (including prescription, over-the-counter and homeopathic medications) must not be administered to a child without authorisation by their parent (or person with the authority to consent to administration of medical attention to the child). Authorisation from anyone other than the parent/guardian or medical practitioner cannot be accepted.

Medication will be administered only:

- from the original container
- before the expiry or use-by date
- in accordance with any instructions attached to the medication or provided by a registered medical practitioner
- for prescribed medications, from a container that bears the original label with the name of the child to whom it is prescribed
- with a second person checking the dosage of the medication and witnessing its administration.

Medication will only be administered by an educator who is qualified to do so and during the Service's operating hours.

A school-aged child may self-administer medication if they have a medical condition for which they self-administer medication at home. For this to occur, written authorisation must be provided by a person with the authority to consent (ie a parent or guardian) to such administration of medication. In the event of a child having permission to self-medicate, this must be detailed in the child's Medical Management Plan provided to the Service (see Medical Conditions Policy), including recommended procedures for recording that the medication has been administered. The Service will not make an exception to this rule.

Administration of Medication

In the case of an emergency, it may be acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the child's parent cannot be contacted, to administer medication.

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child's parent and emergency services must be contacted as soon as possible afterwards.

Medication must always be given directly to an educator and not left in the child's bag. Educators will store the medication in the designated secure place, and ensure it is kept out of reach of the children at all times. If anyone other than the parent is bringing the child to the service, a written permission note from the parent must accompany the medication.

There is an exception to this general procedure in respect of asthma medication for severe asthmatics, in which case the child may carry their medication on their person with parental permission. Where a child carries their own asthma medication they should be encouraged to report their use of it to an educator as soon as possible so the Service can maintain a record of the administration, including time, place and whether symptoms were relieved.

Where medication for treatment of a long-term condition, such as asthma, or epilepsy is required, the Service will require an individual Medical Management Plan from the child's medical practitioner or specialist 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.

Where a child is anaphylactic, an EpiPen must accompany the child or be kept on the Service's premises. The EpiPen must be clearly labeled with the child's name and expiry date. Please note that it is the parent's responsibility to record the expiry date of all medication and replace when out of date.

Parents/guardians who wish medication to be administered to their child (or have their child administer the medication) at the Service must complete a Medication Record giving authorisation to administer medication. The Medication Record must have the following information recorded:

- name of child
- name of medication
- time and date the medication was last administered
- time and date the medication should be next administered
- dosage
- the manner in which the medication is to be administered
- name and signature of the educator who administered the medication
- name and signature of a second educator who checked the dosage and administration
- signature of parent /guardian.

Before medication is given to a child, the educator administering the medication will verify the correct dosage with another educator who will also witness the administration of the medication.

Statutory authority

- Education and Care Services National Law Act 2010 (section 167, reg 92-96, 178, 181-184)
- National Quality Standard (Standard 2.1.1)

Service policies

- Medical Conditions Policy
- Confidentiality and Privacy Policy

National frameworks

- Framework for School Age Care in Australia, “My Time, Our Place” (3.2, 4.3), http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf