



# Administration of Medication Policy

## Covers

- General Administration of Medication by an Educator Procedure
- Emergency Administration of Medication by an Educator Procedure
- Independent Administration of Medication by a School Age Child Procedure
- Safe Storage of Medication Procedure

## Intention

Nurturing Family Day Care Scheme through collaboration with all educators and families will ensure the safe storage and diligent administration of any medication to a child attending a registered residence or approved venue, whether given under planned circumstances or in the event of an emergency.

## Overview

This policy, and all policies and procedures that are associated with the Administration of Medication Policy, are implemented at all registered residences and venues by educators, staff and families who are allied with the scheme.

This comprises of -

- The educator administering medication in a planned situation with prior permission.
- The educator administering medication in an emergency event.
- A school age child administering medication independently while at the registered residence or venue.
- The safe storage of medication upon it entering the registered residence or approved venue.

The approved provider of the service will ensure -

- All educators are aware of and have access to a child's Family Enrolment Form on Fully Booked, understanding any existing medical conditions and health (medical) management plans (including risk minimisation/action plans and communication plans).



- Parents or guardians of an enrolled child with a medical condition will receive this policy to ensure that they understand their obligations and the obligations of the educators enrolled with Nurturing Family Day Care Scheme.
- All educators will have a current and approved First Aid, Asthma and Anaphylaxis, and CPR certificate.
- That an Administering Medication Form is completed by the educator and parent or guardian, whether administration of the medication was planned or in an emergency, and that this form is completed and signed within 24 hours.
- That a Self-Administer Medication Form is completed by the parent or guardian prior to a school age delivering any medication to themselves and these forms are to be kept on OneDrive.
- That a medical conditions risk management and assessment/communication plan is completed in consultation with the parents or guardians of an enrolled child that has a medical condition, including those with a health management plan, to ensure that if the medical condition was to become a risk to the child, clear and correct steps can be taken effectively.
- That all educators who work at a registered residence or approved venue are aware, understand and know what to do regarding all the health management plans that are in place for any enrolled children.

## General Administration of Medication by an Educator Procedure

The approved provider will work in partnership with all educators throughout their time with Nurturing Family Day Care Scheme to ensure that they understand the importance of administering medication to a child in a safe, accurate and professional manner.

### **To facilitate the continued health and well-being of all children, all educators will -**

- Be aware of any child in the registered residence or approved venue that has an existing medical condition as per the documentation gathered on the Family Enrolment Form, guaranteeing that this information will be treated with respect and confidentiality.
- Have access to any individual health management plans, comprehensively understand potential triggers, the steps to take to manage a health incident, and how to safely administer any medication required by the child.
- Maintain an approved and current First Aid, Asthma and Anaphylaxis, and CPR certificate, with the qualification to be uploaded to OneDrive before an educator works with children.
- Only administer medication with a completed and signed Administering Medication Form from a parent or guardian, unless it occurs under the parameters of the Emergency Administration of Medication Procedure.
- Ensure that any foreign substances, including but not limited to, medication, creams, naturopathic substances, teething gels, have a prescription label stating the child's name, dosage and the time between delivery, to avoid the use on multiple children and the miscommunication of information. All educators will check that any expiry or best before dates are adhered to.
- The administration of Panadol and/or Nurofen kept at the registered residence or approved venue will be only given according to the Emergency Administration of Medication by an Educator Procedure.

### **When a medication is to be delivered to a child the educator will -**

- Wash hands according to the Health and Hygiene Policy.



- Examine the first half of the Administering Medication Form, ensuring that the parent or guardian has completed –
  - The child's name and date of birth, which will match the name on the prescription label of the medication to be administered.
  - The parent or guardian's name and signature.
  - Date administration of medication is to take place.
  - Time the medication was last given to the child, noting that the first dose of a new medication (unless delivered to a child before this instance) must be given to a child by their parent or guardian at least 12 hours before attending the registered residence or venue.
  - Time the medication is to be delivered while at the registered residence or venue.
  - The name of the medication, which will match the name on the prescription label of the medication to be administered.
  - The amount of medication to be given to the child, which will match the dose on the prescription label of the medication to be administered.
  - The manner that the medication is to be delivered to the child (oral, topical, etc.)
- Retrieve the medication from where it is to be stored according to the Safe Storage of Medication Procedure, ensuring that it always stays within reach of the educator.
- Draw the correct dosage of medication according to the prescription label and the Administering Medication Form, which will be the exact same amount.
- Sit with the child, explain in developmentally appropriate language the process of administering the medication, reassuring them through any fears or concerns.
- Check the dosage again, comparing the written information on the prescription label, the Administering Medication Form and the amount that was prepared.
- Comfort the child while administering the medication, highlighting the strength-based achievement.
- Return the medication from where it is to be stored according to the Safe Storage of Medication Procedure.
- Wash hands according to the Health and Hygiene Policy.
- Record on the Administering Medication Form the time the medication was administered, the amount delivered, the manner it was delivered and sign accordingly.
- Upon the parent/guardian/authorised to collect arrival to the registered residence or venue, explain the information documented in their absence and direct them to sign confirming that they understand that medication was administered.

## Emergency Administration of Medication by an Educator Procedure

The approved provider understands that there are situations when medication must be given to a child in an emergency and that this situation may occur outside of the General Administration of Medication by an Educator Procedure. In the case of an emergency (asthma, anaphylaxis, diabetic, etc.) or a child suddenly having a fever, permission from the parent or guardian may not be granted for the specific day and time that the medication is to be delivered and as such the following procedures are in place.

### **In the case of a known emergency, all educators will -**

- Be aware of any child in the registered residence or approved venue that has a health management plan, the triggers that may cause a medical emergency, what steps to take in the event of an emergency and who to notify once the situation has been managed.



- Follow the current health management plan in place ensuring that each step is done according to what has been written by a doctor.
- Ask for a health management plan upon enrolment, at the start of each year or when there has been a change in circumstances reported by the parent/s or guardian/s, maintaining open communication with them at all times so that all parties are aware of any update to a health management plan.
- In a situation that requires the delivery of a medication, the educator in charge will -
  - Follow the Incident, Injury, Trauma and Illness Policy, ensuring all children are safe while the Administration of First Aid Procedure is being followed.
  - Call emergency services (if needed), and if possible, the child's parent/s or guardian/s and approved provider.
  - Retrieve the medication from where it is to be stored according to the Safe Storage of Medication Procedure, ensuring that it always stays within an arm's reach.
  - Draw the correct dosage of medication according to the prescription label and the child's health management plan, which will be the exact same amount.
  - Sit with the child, remaining calm while explaining in developmentally appropriate language the process of administering the medication, reassuring them through any fears or concerns.
  - Check the dosage again, comparing the written information on the prescription label, the health management plan and the amount that was prepared.
  - Comfort the child while administering the medication, highlighting the strength-based achievement.
  - Return the medication from where it is to be stored according to the Safe Storage of Medication Procedure.
  - If not already been done, call the child's parent/s or guardian/s and the approved provider so that the Serious Incident Procedure can be followed (if needed) and a Serious Incident a SI01 Notification of Serious Incident form be completed (if appropriate).
  - Record on the Administering Medication Form the time the medication was administered, the amount delivered, the manner delivered, comment that this was given under the Emergency Administration of Medicine by an Educator Procedure and sign accordingly. Add any information that may be missing due to the fact that this document wasn't completed by the parent or guardian prior to the administration of medication.
- In the event that emergency services are called and arrive, the educator will notify the parent/s or guardian/s and the approved provider, updating them of the situation and stating if a child is required to travel to the hospital (with their Medicare Number). An educator can only travel with the child if another educator (including an assistant) or staff from Nurturing Family Day Care Scheme is available to educate and care for the other children at the registered residence or approved venue.
- Upon the parent/guardian arrival to the registered residence or venue, explain the information documented in their absence and direct them to sign confirming that they understand that medication was administered in the case of an emergency. If needed encourage the parent to seek medical advice as soon as possible (if it hasn't been sought previously).
- Forward all documents to the approved provider within 24 hours of the emergency occurring.

**In the case of the rapid onset of a fever - that is over 38 degrees Celsius - developing in a child who is also appearing unwell, the educator will –**



- Call the parent or guardian to seek verbal confirmation to administer one dose of Panadol or Nurofen and to advise to collect the child as soon as possible, and if they are unable to be reached, attempt to phone the Emergency Contact according to the Family Enrolment Form.
- If an Emergency Contact is unable to be reached, educators will call the approved provider, advising them of the situation.
- If verbal authorisation is provided by a parent, guardian or emergency contact with authorisation...
  - Give one dose as recommend on the bottle, following the steps as listed on the General Administration of Medicine by an Educator Procedure.
  - Record on the Administering Medication Form the time the medication was administered, the amount delivered, the manner, comment that this was given under the Emergency Administration of Medicine by an Educator Procedure and sign accordingly. Add any information that may be missing due to the fact that this document wasn't completed by the parent or guardian prior to the administration of medication.
  - Upon the parent/guardian arrival to the registered residence or venue, explain the information documented in their absence and direct them to sign confirming that they understand that medication was administered in the case of an emergency. If needed encourage the parent/guardian to seek medical advice as soon as possible.
  - Forward all documents to the approved provider within 24 hours of the emergency occurring.
- If no dose is available –
  - Advise the parent/guardian/emergency contact/authorised the child will need to be collected from the registered residence or venue immediately.
  - If unable to be reached, the approved provider or a coordination team member will travel to the educator to provide further assistance and advice.
- If the child's temperature exceeds the below parameters, and contact has not been made, emergency services will be contacted –
  - If under 3 months of age, a temperature above 38C.
  - A child's health deteriorates quickly, becoming lethargic, not responding to the environment and experiencing a febrile convulsion longer than 5 minutes.

## Independent Administration of Medication by a School Age Child Procedure

The approved provider recognises that school age children can administer certain medications independently upon the signed agreement from their parents or guardians. The medication is to be kept while the school age child is at the registered residence or venue according to the Safe Storage of Medication Procedure.

### **To assist the management of a school age child administering their own medication, all educators will -**

- Ensure that a Self-Administration Medication Form has been completed by a parent or guardian prior to the school age child's self-administration of a medication.
- Require a new Self-Administration Medication Form to be completed by a parent or guardian if the name of the medication or the amount to be taken by the child changes.
- Communicate with the parent/s or guardian/s that for a child to be responsible for their own self-administration of medication they need to be able to understand how to deliver the correct dosage, be dependable in their actions around the other children in the registered residence or venue and be able to comprehend the dangers of the incorrect management of medication.



- Ensure an Administering Medication Form is completed with the self-administration of medication by a school age child.

## Safe Storage of Medication Procedure

Nurturing Family Day Care Scheme collaborates with all educators, families, and children to ensure that when medication is at the registered residence or approved venue it is always stored safely to maintain the health and well-being of all individuals.

**Upon medication entering the registered residence or venue, all educators and families will –**

- Remove medication from any bags or containers and place in an area within the registered residence or venue that is completely inaccessible to all children whether locked in a safe type box, locked in a cupboard or stored above 1.5metres (without climbable shelves or footholds).
- If the medication requires refrigeration, a locked box or container, or a locked fridge must be used to ensure that children are unable to access the medication.
- An Epipen or Asthma medication may be stored with a First Aid Kit according to the procedure listed in Incident, Injury, Trauma and Illness Policy.
- Medication must always remain within arm's length of the educator from the time it has been removed and until it has been returned to its safe storage area.

## Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- **Section 167 (protection from harm and hazards), Compliance directions**
- **Reg 90, Medical record.**
- **Reg 91, Medical conditions policy to be provided to parents.**
- **Reg 92, Medication record.**
- **Reg 93, Administration of medication.**
- **Reg 94, Exception to authorisation requirement – anaphylaxis or asthma emergency.**
- **Reg 95, Procedure for administration of medication.**
- **Reg 96, Self-administration of medication.**
- **Reg 98, Telephone or other communication equipment.**
- **Reg 168, Education and care services must have policies and procedures.**
- **Reg 178, Prescribed enrolment and other documents to be kept by family day care educator.**
- **Reg 181, Confidentiality of records kept by approved provider.**
- **Reg 182, Confidentiality of records kept by family day care educator.**
- **Reg 183, Storage of records and other documents.**
- **Reg 184, Storage of records after service approval transferred.**

National Quality Standard (Updated February 2018)

- **2.1, Each child's health and physical activity is supported and promoted**
- **2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.**



- 2.2.2, Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
- 2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect
- 6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.

#### **Caring for Children - Birth to 5 years (Food, Nutrition and Learning Experiences) 5<sup>th</sup> Edition, 2014**

Early Years Learning Framework

Health Direct – Australian Government Department of Health

**National Health and Medical Research Council - NHMRC**

**Staying Healthy in Child Care - Preventing Infectious Diseases in Early Childhood Education and Care (5<sup>th</sup> Edition) 2013**

The Royal Children's Hospital Melbourne

**Therapeutic Goods Administration Act 1989 and regulatory body**

QLD Health

## Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

March 2018

October 2018

October 2019

July 2020

July 2021

July 2022

July 2023

July 2024

July 2025

Next review: July 2026