



# Medication Administration

## Policy Statement

To promote the health, safety and wellbeing of children at Jacaranda Preschool, 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 wellbeing. 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.

## Scope

### Responsibilities

This policy applies to all educators, families, and management of Jacaranda Preschool.

### Delegations

The Preschool Director and General Manager Corporate Services are responsible for the implementation of this policy.

## Policy

### 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.

### Roles and responsibilities

## Nominated Supervisor will:

Ensure that a medication record is developed for each child requiring medication at Jacaranda Preschool. The medication record must detail :

- The name of the child,
- Authorisation to administer medication signed by a parent or person named in the child's enrolment record as authorised to consent to administration of medication.
- 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.

Once the medication is administered, details of the administration, including signatures from the administrator and the witness, need to be completed.

- 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 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 to 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, that the parent of the child and emergency services are notified as soon as practicable.
- Ensure that enrolment records for each child outline the details of 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):**

- 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 that medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children.



Medications not requiring refrigeration, will be stored in a labelled medication pouch, in a lockable cupboard. Some short term medication may required to be in a safety box in medical cupboard, with the key kept inaccessible to 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 locked medication container after use.
- 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.)

## Families Will

- Notify educators, both via enrolment 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. Plans must be updated as the child's medication needs change.
- 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 whom the medication has been prescribed for. 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 Jacaranda Preschool**

Any medication, cream or lotion kept on the premises will be checked every three months for expiry dates in conjunction with the First Aid Checklist. 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. NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE

Evaluation:

The administration of medications is practiced 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.

## Definitions

Term	Definition
ACECQA	Australian Children's Education & Care Quality Authority

## Sources

- ◁ 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](http://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf)
- ◁ NSW Department of Health – [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- ◁ National Health and Medical Research Council – [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

## Legislation and Standards

- Work Health and Safety Act 2011



- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- ACECQA's Guide to the National Quality Framework
- 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

## Version Control

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1.1	29/05/2024	13/06/2026
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