



## ADMINISTRATION OF MEDICATION POLICY

In supporting the health and wellbeing of children, the use of medications may be required by children at the Out of School Hours Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis or asthma emergency

95	Procedure for administration of medication
96	Self-administration of medication

## RELATED POLICIES

Administration of First Aid Policy  
 Arrival and Departure Policy  
 Control of Infectious Disease Policy  
 Child Protection Policy  
 Code of Conduct Policy  
 Diabetes Management Policy  
 Enrolment Policy  
 Epilepsy Policy  
 Family Communication Policy  
 Health & Safety Policy  
 Incident, Illness, Accident and Trauma Policy  
 Medical Conditions Policy  
 Privacy and Confidentiality Policy  
 Respect for Children Policy  
 Safe Storage of Hazardous Substances Policy  
 Supervision Policy  
 Work Health and Safety Policy

## PURPOSE

To ensure all educators of the Out of School Hours Care Service can safely administer children's required medication with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the OSHC Service.

## SCOPE

This policy applies to children, families, staff, management, and visitors of the OSHC Service.

## IMPLEMENTATION

Families requesting the administration of medication to their child will be required to follow the guidelines developed by the OSHC Service to ensure the safety of children and educators. The Service will follow legislative guidelines and standards to ensure the health of children, families, and educators at all times.

In order to ensure that the interests of staff, children and parents/guardians are not compromised, medication will only be administered with explicit permission from the parent/guardian or in the case of emergency, with permission from a medical practitioner.

Medication will be kept out of reach of children in keeping with the environmental conditions required of the medication (fridge or locked cabinet).

#### MANAGEMENT WILL ENSURE:

- The *Administration of Medication* Record is completed for each child.
- A separate form must be completed for each medication if more than one is required.
- Medication is only administered by the Service OR self-administered by a child with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication.
- Medication provided by the child's parents must adhere to the following guidelines:
  - The administration of any medication is authorised by a parent or guardian;
  - Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
  - Medication is from the original container;
  - Medication has the original label clearly showing the name of the child;
  - Medication is before the expiry/use by date.
- Any person delivering a child to the Service must not leave any type of medication in the child's bag or locker: Medication must be given directly to an educator for appropriate storage upon arrival.
- Written and verbal notifications are given to a parent or other family member 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.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child is notified as soon as practicable.
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- Enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Reasonable steps are taken to ensure that medication records are maintained accurately.

- Medication forms are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's departure from the OSHC service.
- Children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
- Educators receive information about medical and medication policies during their induction.
- Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
- Families are informed of the OSHC Service's medical and medication policies, including self-administration practices.
- Safe practices are adhered to for the wellbeing of both the child and educators.

#### **A NOMINATED SUPERVISOR / RESPONSIBLE PERSON / EDUCATORS WILL:**

- Not administer any medication nor allow the self-administration of medication without the authorisation of a parent or person with authority, except in the case of an emergency, when the written consent on an enrolment form, 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. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept inaccessible to children.
- Ensure that two educators administer and witness medications at all times OR ensure that at least one educator confirms all points below before a child self-administers medication. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible for:
  - Checking the Medication Form,
  - Checking the prescription label for;
    - The child's name
    - The amount of medication being administered,
    - The use-by date.
  - Confirming that the correct child is receiving the medication,
  - Signing and dating the medication form,
  - Returning the medication back to the locked medication container.
- Follow hand-washing procedures before and after administering medication.

- Discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child.
- Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed and stored correctly.

#### FAMILIES WILL:

- Notify educators, verbally when children are taking any short-term medications AND whether or not these medications may be self-administered.
- Notify educators, via the enrolment form and verbally when children are taking any long-term or precautionary medications.
- Complete and sign an *Administration of Medication* Record for their child requiring medication whilst they are at the OSHC Service.
- Assist Educators to complete long-term medication plans with reference to the medical practitioner's advice and ensure plans are signed by the medical practitioner.
- Update (or verify currency of) long term medication records quarterly or as the child's medication needs change.
- Be requested to sign consent to use First Aid 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. Please understand that medication 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 at home while any symptoms of an illness remain.
- Keep children at home for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- Advise the OSHC Service if their child has taken any medication with them to school. The *Administration of Medication* record may be emailed to the Service if necessary.
- Complete the *Administration of Medication* record if dropping off their child in the morning, and the educator will sign to acknowledge the receipt of the medication. The educator will then

ensure this medication is taken to school with the child where school policy regarding medication will be adhered to (e.g. giving medication to the class teacher).

- Provide any herbal/ naturopathic remedies or non-prescription medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name and dosage: Note that the stated procedure for administering medications applies to the administration of non-prescription medications.

#### **SELF-ADMINISTRATION OF MEDICATION:**

A child over pre-school age may self-administer medication under the following circumstances:

- A parent or guardian provides written authorisation with consent on the child's enrolment form - administration of medication.
- Medication is stored safely by an Educator, who will provide it to the child when required.
- Supervision is provided by an Educator whilst the child is self-administering.

#### **GUIDELINES FOR ADMINISTRATION OF PARACETAMOL:**

- Families must provide their own Paracetamol for use as directed by a medical practitioner.
- Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.
- To safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a Doctor's letter stating the reason for administering, the dosage, and duration it is to be administered for except for in emergency situations (onset of fever whilst at the Service).
- If a child presents with a temperature whilst at the Service, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will
  - Remove excess clothing to cool the child down.
  - Offer fluids to the child.
  - Encourage the child to rest.
  - Provide a cool, damp cloth for the child's forehead and back of the neck.
  - Monitor the child for any additional symptoms.
  - Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

## MEDICATIONS KEPT AT THE SERVICE

- Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates.
- 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.
- It is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day and return it with the child as necessary.
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.
- Families are required to complete a medication form for lotions to be administered. (Long-term medication form).

## EMERGENCY ADMINISTRATION OF MEDICATION

- In the occurrence of an emergency and where the administration of medication must occur, the OSHC Service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child is unreachable, the OSHC Service will endeavour to obtain verbal authorisation from an emergency contact of the child named in the child's Enrolment Form, who is authorised to approve the administration of medication.
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

## EMERGENCY INVOLVING ANAPHYLAXIS OR ASTHMA

- For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the provided action plan.
- The OSHC Service will contact the following (as required) as soon as practicably possible:
  - Emergency Services
  - A parent of the child
  - The regulatory authority within 24 hours (if an ambulance was called).

- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

#### SOURCE:

Australian Children's Education & Care Quality Authority. (2014).

Early Childhood Australia Code of Ethics. (2016).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Framework. (2018).

Guide to the National Quality Standard. (2017).

My Time Our Place: Framework for School Age Care in Australia.

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services.*

Revised National Quality Standard. (2018).

#### REVIEW

Date Reviewed	Modifications	Next Policy Review Date
July 2019	Ratified by the Kingsbury Primary School Council on 15/08/19	July 2020