



Administration of Medication

POLICY STATEMENT

At Abbotsford Community Centre we work closely with children, families and, where relevant, schools and other health professionals to manage medical conditions of children attending the service. We will support children with medical conditions to participate fully in the day-to-day program in order to promote their sense of wellbeing, connectedness and belonging to the service (“My Time, Our Place” 1.2, 3.1). Our Educators will be fully aware of the nature and management of any child’s medical condition and will respect the child and the family’s confidentiality (“My Time, Our Place” 1.4). Medications will only be administered to children in accordance with the National Law and Regulations.

PROCEDURE

- Prescription medication will only be administered to the child for whom it is prescribed, from the original container with a current use by date. The medication container must be labelled with a pharmacy label stating the child’s name, and include appropriate instruction including the dose to be given.
- A medication authorisation form needs to be completed by the parent.
- Non-prescription medication will not be administered at the service unless authorised by a doctor. These medications should be labelled with a pharmacy label containing the required information, with the exception of emergency Ventolin/salbutamol and EpiPen administration.
- Staff will administer medication at any time the child is legally in their care and when their duty of care is active. Qualified staff may intervene in an emergency to administer medication even if the child is not in their duty of care.
- An authorisation is not required in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the parent and emergency services are notified.
- If regular asthma Ventolin/salbutamol use is required it must be noted on the enrolment form that the child requires the use of asthma medication as per action plan.
- Permission for a child to self-medicate will be administered with the family’s written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.



- Families who wish for medication to be administered to their child or have their child self-administer the medication at the service must complete a medication form providing the following information;
 - Name of child
 - Name of medication
 - Details of the date, time and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
 - Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it.
 - Signature of family member

- Medication must be given directly to an educator upon arrival and not left in the child's bag. Educators will store the medication in a designated secure place either in the fridge or First Aid cupboard, clearly labelled and ensure that medication is kept out of reach of children at all times.

- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication.

- An exception to the procedure is applied for asthma medication for children with asthma in which case the child may carry their own medication on their person and the service is to maintain a record of this medication administration including time, educator advised and if the symptoms were relieved on an Illness report form. This is to be signed by parents at collection time.

- Before medication is given to a child, the educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another educator who will also witness the administration of the medication (the witness does not need to be first aid trained).

- After the medication is given, the educator will record the following details on the medication form: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed. If verbal permission was sought from parent/guardian then this will be noted on the form including the time they were contacted.

- Where a medical practitioner's approval is given, educators will complete the medication form and write the name of the medical practitioner for the authorisation. Verbal consent must be verified by a second staff member and form signed by both staff. Parents will need to sign this form as soon as possible. This form will be kept in the child's file once complete and signed by all parties.

PANADOL/PARACETAMOL ADMINISTRATION



- ACC does not keep fever-reducing medication at the service.
- Panadol/paracetamol cannot be administered for headaches, temperatures, or head injuries. Appropriate regular first aid will be applied according to recommendations in St John Australian First Aid and Emergency First Aid guides. Parents will be called and notified. Panadol/paracetamol and other pain relief medication may mask symptoms and may mean children are misdiagnosed by medical professionals.
- Panadol/paracetamol can only be administered as part of a medical management plan with a note from the doctor. A medical management plan must be filled out with the director and the family must supply the child's own medication to be stored in the medication cupboard.
- Parents/guardians will be notified immediately once medication is administered and asked to collect their child.
- On arrival parents/guardians will need to sign the medication administration form with details of dose, time, and by whom.

ENDORSEMENT BY THE SERVICE

Approval Date: May 2022 _____

Date for Review: Feb 2023 _____