

**POLICY STATEMENT**  
**Children Services Unit**  
**MEDICAL ADMINISTRATION**

**AUTHORISATION**

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Operational
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Community Services
<b>RESPONSIBLE OFFICER:</b> <i>(by position title)</i>	CSU Coordinator
<b>AUTHORISED BY:</b> <i>(GM or Director Title)</i>	Director Corporate and Community Services
<b>DATE ADOPTED:</b>	3 May 2022
<b>ADOPTED BY:</b> <i>(Manex or Council)</i>	Manex
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b>	May 2024
<b>REVISION NUMBER:</b>	

**DOCUMENT HISTORY**

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	October 2018		October 2020
1	March 2021		March 2022

**REVIEW OF THIS POLICY**

This Policy will be reviewed within 2 years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

## 1. Purpose:

The purpose of this policy is to support the health and wellbeing of all enrolled children by correctly and accurately administering prescribed medication as per medical practitioners and first aid guidelines.

## 2. Scope:

This policy document applies to all educators and staff at Children Services.

## 3. Outcomes:

To clearly advise that Bland Shire Children Services Unit support the enrolment of children which require professionally prescribed medication whilst enrolled in the service.

Administration of medication will follow legislative guidelines and standards to ensure the health and wellbeing of children, families and educators.

## 4. Roles and Responsibilities:

### The Nominated Supervisor will:

- Develop a medication record for each child requiring medication at the service. The Medication Record must detail the name of the child and have authorisation to administer medication signed by the parent or person named on the enrolment form as Authorised Nominee.
- Ensure that medication is not administered to a child being educated and cared for by the service unless:
  - the administration is authorised;
  - administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner);
  - from the original container;
  - with the original label clearly showing the name of the child;
  - and before the expiry/use by date.
- Ensure that written or verbal notification is given to a parent or Authorised Nominee of a child as soon as practicable, if medication is administered to the child in an emergency when consent was 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 practical.
- Ensure that enrolment records for each child outline the details of Authorised Nominees 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 medical and medication policies during their induction.
- Inform families of the 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 upon enrolment.

### Educators will:

- NOT administer any medication without the authorisation of a parent or Authorised Nominee – except in the case of an anaphylaxis or asthma emergency, or as advised by a medical practitioner or medical emergency service.
- Complete the Medication Record with the parent/Authorised Nominee to ensure all details are completed and correct before the child is left at the service.
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Share any concerns or doubts about the safety of administering medications with the Children Services Coordinator to ensure the safety of the child. Staff may seek further

information from the family, the prescribing doctor, or the Public Health Unit before administering medication.

- Ensure that medications are stored as required, in a labelled, child proof medication container or cupboard, inaccessible to children. Medications requiring refrigeration will be stored in a labelled, child proof medication container, inaccessible to children in the refrigerator.
- Follow hand washing procedures before and after administering medication.
- Ensure that two Educators administer medications at all times (with the exception of Family Day Care Educators). 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.
- In the case of a child attending Family Day Care, only one Educator is required to administer medication.
- Request that the family access an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that if relevant the Incident, Injury, Trauma and Illness Record documents any medication given.

#### **Families will:**

- Notify Educators when children are taking any prescribed medications. This includes short and long term medication use.
- Complete a Medication Record when their child requires medication while they are at the education and care service. Documentation for long term medication use will be developed with the family and the medical practitioner. Documentation must be updated as the child's medication needs change.
- 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 service while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure the child has no side effects to the medication.
- NOT leave any medication in children's bags, with the exception of an asthma puffer for school aged children attending Vacation Care.
- Provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the medical practitioner detailing the child's name, dosage and the expiry date for the medication. (See guidelines regarding paracetamol below.)

#### **Recommended Practices:**

##### **Procedure**

- Collect the Medication Record.
- Collect the medication and any method required to administer e.g medicine dropper.
- Collect the child and make feel comfortable.
- Ask another staff member to be the witness (centre based only).
- Check the parent or Authorised Nominee as listed on the child's enrolment form has signed the Medication Record.
- Check the name of the medication against the Medication Record.

- Check the expiry or used by date.
- Check the identity of the child is consistent with the name on the medication container.
- Check dosage on Medication Record is consistent with what is on the container – (If a parent has indicated a different dosage on the Medication Record than what has been labelled on the medication, contact the parent to clarify administering the amount stated on the container BEFORE administering medication to the child).
- Wash hands
- Pour liquid away from the label.
- 2<sup>nd</sup> staff member checks all details on the Medication Record and medication are correct before 1<sup>st</sup> staff member administers medication.
- Work your way through the Medication Record recording relevant details.
- Educator/s to complete the Medication Record with time of administration, name and signatures.
- Engage the child back into play.
- Return medication to storage area.
- Wash out the medication utensil immediately.
- Wash hands.
- At the end of the day ensure medication goes home with the parent or Authorised Nominee and ask them to sign the Medication Record.

### **Undiagnosed Asthma and Anaphylaxis exemption**

Educators can waive compliance where a child requires emergency medical treatment for conditions such as anaphylaxis or asthma. The service can administer medication without authorisation in these cases. Parents/guardians are contacted as soon as practicable after the medication has been administered.

### **Guidelines for administration of paracetamol**

To meet legislative requirements, safeguard against the over use of paracetamol, and minimise the risk of masking the underlying reasons for high temperatures, Educators will only administer paracetamol if it is accompanied by a medical practitioner's letter stating the reason for administering, the dosage and duration it is to be administered for.

If a child presents with a fever 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 implement the following procedures to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Provide a luke warm, damp cloth for the child's forehead
- Monitor the child for any additional symptoms
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

### **Expiry of medication**

The expiry date of any child's medication kept on service premises will be logged on a calendar to alert renewal prior to the medication's expiry date.

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.**

## **5. Definitions:**

In this policy “staff” and “educators” refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with Bland/Temora Family Day Care

## **6. Legislation and Supporting Documents:**

Australian Children’s Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

Incident, Injury, Trauma and illness Record

Medication Record

## **7. Relationship to Community Strategic Plan:**

This Policy supports Council’s Delivery Program Strategy 4.2 Provide quality, accredited and affordable Education and Care services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy library Services.