

2.1 Medication

Applies to: All Koorana staff working in Preschools, families attending Koorana Preschools and visitors.

Purpose

1. To effectively manage the administration of medication for children with long-term health problems, acute illness, and during medical emergencies.
2. For Preschool Educators and parents to be aware of their individual responsibilities in relation to the administration of medication to children.
3. To ensure a record is made of all medications administered to a child whilst in the care of the Preschool Educators.

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Approved by: CEO

Policy context: This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 2 – Standard 2.1, Element 2.1.1 http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 http://www.legislation.nsw.gov.au/#/view/act/2010/104 Education and Care Services National Regulations [Regulations 92 – 96] http://www.acecqa.gov.au/national-regulations Work Health and Safety Act 2011 https://www.legislation.gov.au/Details/C2016C00887 Work Health and Safety Regulation 2011 http://www.legislation.nsw.gov.au/#/view/regulation/2011/674 Public Health Act 1991 (NSW) http://www.legislation.nsw.gov.au/#/view/act/1991/10
Contractual obligations	N/A
Resources	Staying Healthy in Child Care, 5th Edition, NHMRC, 2012 https://www.nhmrc.gov.au



Documents related to this policy

Related policies	2.2 Incident, Injury, Trauma, Illness, Fever, Minor Ailments and First Aid 2.3 Medical Conditions – Asthma, Anaphylaxis, Diabetes and other Medical Conditions 2.5 Infection Control – Minimise spread of infectious diseases and exclusion
Forms, record keeping or other organisational documents	Medication Record Temperature Record

Definitions

“Koorana” means Koorana Child and Family Services Incorporated.

“Parents” includes a legal guardian.

“Visitors” includes students, volunteers, visiting professionals, performers and contractors.

“Staff” is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. This may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.

“Accident/Incident” is a term used to describe an unplanned event or incident that has caused an injury to a person or thing. An incident is any unplanned event that may result in injury, harm, ill health or damage.

“Medication” is a drug or other form of medicine that is used to treat or prevent disease.

POLICY STATEMENT

Children are often unwell and require medication during the recovery period of an illness. Within the Preschool setting there are children who suffer from chronic conditions such as asthma, diabetes, allergies and epilepsy.

This policy relates to the guidelines for administration of medication to children by staff as required by the Education and Care Services National Regulations.

PRACTICES

Parents must ensure that their child, even if taking medication, is well enough to attend the Preschool. If at any time staff believe that the child is too unwell to be at the Preschool, parents will be required to collect their child. Staff will care for the child and monitor their wellbeing until the parent arrives.

Medication will only be administered to a child for whom the medication has been handed to the Preschool Leader or staff and where the Preschool is being provided with parental permission on the signed medication form and/or doctors letter and under the following circumstances:

1. Staff will only administer medications prescribed by a doctor, or as required by the Incident, Injury, Trauma, Illness and First Aid (including treatment of fever and minor ailments) Policy 2.2.

2. Over the counter medications – such as Paracetamol and cough medicine – will only be administered if accompanied by a doctor's letter of authorisation stating the child's name, the dosage required and the time to be administered, except for Paracetamol for temperatures and pain relief as per Policy 2.2 – Incident, Injury, Trauma, Illness and First Aid (including treatment of fever and minor ailments).
3. Over the counter creams, such as 'nappy rash' creams can be administered without a doctor's letter of authorisation.

Prescription medication must:

- be in the original packaging;
- be clearly labelled, intact and legible;
- be in date;
- have a current prescription (or for long term medication supplied with a current doctors letter confirming dose and usage details);
- have the correct child's name on the script.

Medication will not be administered if:

1. The container holding the medication is not original, does not have a Chemist's label and does not possess the child's name.
2. The medication is out of date.
3. An over the counter medication required by the child is not accompanied by instruction from the child's nominated practitioner unless it is a cream.

Medications are to be stored out of reach of children, and where possible in a locked medication cupboard or in the refrigerator which is child safe. Medications and creams must be given to Preschool Educators on arrival at Preschool and must not be left in a child's bag.

Long Term Medications or Emergency Medications:

Where a child is prescribed medication for a long period of time, the parents may be asked to provide a Doctors letter stating the reasons for the medication, the expected duration and any possible long term side effects of the medication.

Parents are still required to complete the Medication form to cover the period it is to be administered.

Where a child may require medication in the event of the onset of a diagnosed illness, such as asthma, the parents are required to complete an Action Plan with their Doctor, which the Preschool will implement in the event of an emergency. Please refer to 'Medical Conditions – Asthma, Anaphylaxis, Diabetes and other' Policy 2.3 for further details.

Parents are required to provide the following information about the medication to be administered:

- the name of the child;
- the name and signature of the parent or a person named in the child's enrolment record as authorised to consent to administration of medication and 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 be next administered;
- the dosage of the medication to be administered (except for emergency medication);
- the manner in which the medication is to be administered;

Staff Responsibilities

Only permanent Preschool Educators can administer medication to a child from its original packaging.

In the case of prescription medication, this must only be administered to the child for whom it has been prescribed, from a container bearing the child's name and with a current use by date.

Preschool Educators are to ensure that the medication is stored in the medication cupboard or refrigerator.

The Preschool Educator who takes the medication from the parent is responsible for informing the other Preschool Educators working with that child that the child will require medication during the day.

Administering Medication

When administering medication to a child the Preschool Educators are to:

- Check the details of the prescription, including name of medication, dose required, expiry date of medication, child's first and last name against the signed medication form.
- Prepare the medication. Disposable syringes are to be used to administer the correct dosage of medicine.
- Check the dosage and witness the medication being administered to the child.
- Sign the medication record after medication was administered to the child, which states:
 - the dosage that was administered;
 - the manner in which the medication was administered;
 - the time and date the medication was administered;
 - the name and signature of the person who administered the medication;
 - the name and signature of the person who witnessed the administration of the medication.
- If medication is forgotten, or administered at a different time from the parent's instructions, this information must be noted on the medication record.
- Parents are required to sign the medication record when they collect their child.
- Medication left at the Preschool without authorisation will only be administered with e-mailed or faxed authorisation.

In emergency situations

Where emergency medication is required staff are to follow the Action Plan for the child, including contacting emergency services.

Further information can be found in the 'Medical Conditions – Asthma, Anaphylaxis, Diabetes and other Medical Conditions' policy 2.3.

Antibiotics

Antibiotics, like any other medication, will be administered as per above stated practices. Parents are encouraged to ensure the child completes the full course of antibiotics.

Administration of Paracetamol

The Preschool will ensure that there is age appropriate, in date Paracetamol on the premises at all times. Paracetamol will be colour free, sugar free, alcohol free, aspirin free and ibuprofen free elixirs.

On enrolment the Preschool Leader is to check that the parent/guardian has signed the authority to administer Paracetamol on the enrolment form.

Where a child requires Paracetamol staff are to:

- Complete the Temperature Record Chart and place on the child's file.
- Contact the parents/guardian and inform them that the child is ill.
- Ask parent/guardian if the child was given any Paracetamol that day prior to the child attending the Preschool.
- Inform the parent that they, or a nominated person, are to collect the child from the service.
- Administer the Paracetamol as per age appropriate instructions.
- Complete the "Record of Medication Administered" form.

Contagious illnesses

Children with a contagious illness requiring medication will only be able to return to the Preschool when a doctor's certificate states they are no longer contagious or staff are satisfied that obvious symptoms are no longer evident, such as in the case of chicken pox.

Staff, student & volunteer medication

Staff, student & volunteer medications will be stored in a safe place out of the reach of children and not in the playrooms. Staff, student & volunteer medication will be stored separate from children's medication.