

Administration of Authorised Medication Policy

NQS

QA2	2.1.1	Each child's health needs are supported.
	2.1.4	Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.
	2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

National Regulations

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My Time, Our Place

LO3	Children take increasing responsibility for their own health and physical wellbeing
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Aim

Chabad Youth and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

Related Policies

Emergency Service Contact Policy

Enrolment Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

Implementation

At the service our educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). During our Vacation Care overnight camp the procedure will vary according to different medical needs as stated below. If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for [therapeutic use](#) to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process. This covers products like sunscreen and nappy cream.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

Administration of Medication

During our OSHC, all medication will be stored in the front reception. All children requiring an asthma pump that has not previously handed it in to front reception, will be asked to show it to the Certified Supervisor upon arrival. The Certified Supervisor will check the expiry date and dosage and then will hand it back to the child for the child to return it to their school bag. The bag containing the asthma pump will be kept near the child at all times.

During our Vacation Care Day camps, all medication will either be stored in the front reception or with the Educator in Charge. All children needing medication will be asked to hand it in prior to Vacation Care starting or upon arrival. All medication handed in prior to camp will be checked by the Office Admin, all medication handed in upon arrival will be checked by the educator in charge, and will ensure it is the matching medication to the Medical action plan and is in date.

Children requiring an epipen, the epipen will be held by the child's assigned leader, who will be close to the child, at all times. All educators working with children with anaphylaxis should be trained in anaphylaxis by the Educator in Charge.

Children requiring an asthma puffer, the puffer will be held by the child's assigned leader, who will be close to the child at all times. Children can keep their personal puffer with them, if their parents request for that option. All educators working with children with asthma should be trained in asthma by the Educator in Charge.

During our Vacation care overnight camp, all medication will be stored in the Directors House or the Medical officer's house. All children will hand in their medication to the Camp Administrator upon check in to camp. No children will be permitted to hold any medication with them. The only medication held on children will be asthma pumps and epipens, which will be worn in a bumbag on the child at all times.

Children over pre-school age

Our service permits children over preschool age to self-administer medication if this is authorised by the child's parent or another authorised person (refer our Medical Conditions Policy).

The Certified Supervisor will allow the self-administration of medication:

1. if the medication is authorised in writing by a parent or another authorised person and
 - is the original container
 - has not expired
 - has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
 - is administered in accordance with any instructions on the label or from the doctor.
2. after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

The Certified Supervisor will then complete the medication record.

During our Vacation care overnight camp, if a doctor prescribes medication to an unwell child, the family will be notified by phone and verbal permission (and if possible written permission) will be required from the family before administration of the medication.

Over the Counter Medication (non-prescription medication)

During our OSHC and Vacation Care Day camps, our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the

doctor explaining the purpose of the medication. Medication may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

During our Vacation Care overnight camps, our service will administer over the counter medication for pain or fever where a doctor / nurse/ First Aid responsible person has advised the need. Parents will sign an authorisation before the camp, allowing administration of over the counter medication where deemed necessary by the Doctor/Nurse/ First Aid responsible person.

Administration of Medication in emergencies other than anaphylaxis or asthma emergencies

1. Educators will administer medication to a child in an emergency:
 - if a parent or another authorised person verbally authorises the administration of the medication or
 - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor / Certified supervisor will contact the child's parent, and provide written notice to the parent, as soon as possible.
4. The Nominated Supervisor / Certified supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Administration of Medication during Anaphylaxis or Asthma Emergencies

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor / Certified supervisor will contact the child's parent and the emergency services as soon as possible.
4. The Nominated Supervisor / Certified supervisor will advise the child's parent in writing as soon as possible.
5. The Nominated Supervisor / Certified supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Medication Record

Educators will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next

- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.
- if medication is administered by a child that is authorised to self-administer medication, details the dosage the child took and how, and the time and date it was taken.

We will use the Medication Record template published by the national authority ACECQA currently at <http://www.acecqa.gov.au/SearchResults.aspx?keywords=medication+record>

Sources

Education and Care Services National Regulations 2011
National Quality Standard
Early Years Learning Framework

Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 1st March 2016

Date for next review: 1st March 2017