



Administration of Authorised Medication Policy

NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

National Regulations

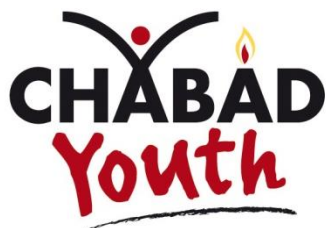
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My Time, Our Place

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

Our Service 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

Our service and educators will only administer medication to children if it is authorised by parents or another person as authorised on the enrolment form. If there is a medical emergency, we will also administer medication when authorised verbally by a parent or another authorised person, 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
- children's medication is regularly audited to ensure it has not expired, and is in the original container with legible labels
- training is provided for educators as required including in the administration of emergency medication like EpiPens and asthma inhalers, and where there are special requirements for administering medication eg nebulisers.

Administration of Medication

During our OSHC, all medication will be stored in the front reception. All children requiring medication will have to give their medication at the beginning of the term.



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.

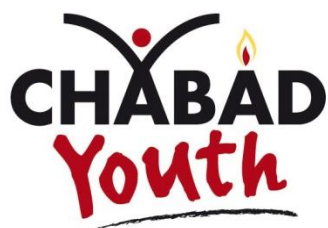
If a child has an adverse reaction to any medication or it's incorrectly administered, the educator or staff member will immediately notify the Nominated Supervisor who will contact the child's parents/guardians straight away, and ensure an Incident Record is completed. A first aid trained educator or staff member will respond to any first aid needs in line with the practices outlined in the Incident, Injury, Trauma and Illness Policy, including calling an ambulance if required.

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)

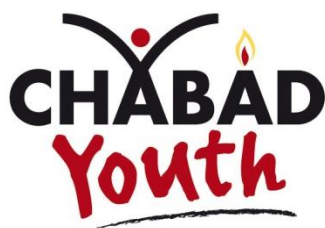
During our OSHC and Vacation Care Day camps, our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the doctor explaining the purpose of the medication. Medication may mask the symptoms of other, more serious illnesses 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 will contact the child's parent/guardian, and provide written notice to the parent/guardian, as soon as possible.
4. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents or authorised persons provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a



parent or authorised person, educators will obtain authorisation from a registered medical practitioner or emergency service.

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 will contact the child's parent/guardian and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child's parent/guardian in writing as soon as possible.
5. The Nominated 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 or for the child to self-administer the 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
www.acecqa.gov.au

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: 25th March 2026**

Date for next review: 25th March 2027