



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

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement - anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

EYLF

LO3	Children take increasing responsibility for their own health and physical wellbeing. Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
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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

Seaford District Community Children's Centre recognises that educators are not health care professionals. For that reason, parents are encouraged to administer **prescription medication** where possible at home either before or after the child attends the Centre. We realise from time to time it may be necessary for your child to be given medication. However, the centre does not have the resources to administer medication continually during the day. Thus, children who require medication more frequently than 4 hourly will not be accepted into the care of the centre. Medical practitioners may be able to prescribe antibiotics to be given at home, for example twice daily. If staff feel a child on medication is too ill to remain at the centre parents/guardians will be notified and the child will need to be collected.

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

The Director will ensure children's medication is regularly audited to ensure it has not expired, and is in the original container with legible labels.

The process of administering medications is crucial because failure to follow good practice may result in an accident, illness or some other harm.

Please note the Centre's staff cannot administer a first dose of medication if the child has never had it before in case there is an allergic or adverse reaction.

Our service and educators will only administer medication to children if it is authorised by parents and accompanied by a Medication Authority can be endorsed by the following: medical practitioners (GPs and/or specialists), dentists, ophthalmologists, nurse practitioners and pharmacists.

In the case of 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.

Administration of Medication (non-emergency)

If children require medication for an illness a Medication Authority needs to be filled in by the family's medical practitioner. This will ensure the staff members are clear about the procedures to follow. The staff will not be able to administer non-prescription drugs without a Medication Authority.

Educators will administer medication to a child only when:

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

- has the child's name
- is administered in accordance with any instructions on the label or from the doctor.
- The prescribing Doctor has completed the Medication Authority form and the centre retains a copy (see attached)
- parent/guardian has completed the authorisation form for a qualified staff member to administer the medication (medication book).

2. When administering medication staff will ensure that:

- the right child receives
- the right medication,
- the right dose
- the right time
- the right route,
- right date within expiry date
- right documentation

3. 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.

Both educators need to individually check the medication dosage and the right child and verbalise out loud the child's name and dosage amount required.

Medication handover

Medications, lotions and creams must be handed to a staff member who will place them in a safe area or if required in the fridge. They must never be left in a child's bag or any other place that is accessible to children.

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (e.g. EpiPens) and asthma puffers will be stored up high in rooms so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a locked labelled container in the Kari room fridge. Non-refrigerated medication will be kept away from direct sources of heat.

Over the Counter Medication (non-prescription medication)

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a medication authority or 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. The staff will not be able to administer non-prescription drugs without a Medication Authority. However, we will administer nappy cream and sunscreen without prescription if a parent or authorised person authorises this.

Over the counter medication will be administered only if;

- the child's doctor has prescribed the medication for a specified period of time
- the medication is in the original container
- the prescribing Doctor has completed the Medication Authority form and the centre retains a copy (see attached).

- the label is intact and details of the dosage and any other instructions are legible
- The parent/guardian has completed the authorisation form for a qualified staff member to administer the medication (medication book)
- Where a parent requests that such over the counter medications be administered the director will require that the parent provide written authorisation from the child's doctor to confirm the ongoing requirement for the medication including cessation date.

Complementary medicines and vitamins will NOT be administered by educators at childcare.

Nappy Cream

The application products to treat nappy rash will be provided to families under the following guidelines:

- All nappy cream is to be supplied by the family at their own cost
- All nappy cream is clearly labelled with child's name
- Educators will only apply nappy cream to a child that has been provided by the family
- Parents must sign consents on the child's enrolment form for non-prescription over the counter nappy cream.
- Prescription nappy rash treatments can only be applied to the child that the medication is prescribed for.
- A medication form must be completed for prescription creams (such as steroid creams) the director will require that the parent provide written authorisation from the child's doctor to confirm the ongoing requirement for the medication including cessation date.

Administration of Analgesics:

Any infant or child who is unwell, or in moderate to severe pain, should be seen by a doctor to find out the cause.

Seaford District Community Children's Centre recognises that ill children are best cared for at home. When children are unwell, they require one-to-one care which we are unable to provide at childcare. Childcare educators **will not accept** children into care who have had an analgesic administered such as Panadol prior to attending childcare. Over the counter analgesics work by blocking the pain impulses in the brain and spinal cord and therefore can mask signs and symptoms of serious illness or injury. Children who are not well in the morning should be kept at home for the entire day. If a child becomes unwell during the day parents will be asked to collect them from the Centre.

Parents have a great deal of responsibility. Not only should parents be knowledgeable about the medications they give their children at home, they also need to consider how medication issues may affect others responsible for their children outside of the home.

We do NOT store analgesic medication at the centre. Childcare staff will not use over the counter analgesics such as Paracetamol as a standard first aid measure.

Our staff will only administer over the counter analgesics such as Paracetamol when a doctor for the individual child has prescribed it, for the period of time specified. This ensures that the medication is medically warranted. We will not administer Paracetamol or other analgesics that the doctor has prescribed for general use – i.e. 'as required'. The doctor must see the child and make a diagnosis in order for childcare staff to be able to administer any prescribed analgesic such as Paracetamol.

Fever and Paracetamol or other analgesics:

A fever causes a child to feel unwell. By lowering the body temperature with Paracetamol or other analgesics is usually not necessary and it will not make the child get well more quickly.

Paracetamol and other analgesics do not treat the cause of the pain or the fever; instead they block the pain and discomfort for a period of time, usually about three hours. Any baby or child who is unwell or in pain should see a doctor to find out what the cause is, particularly if the pain lasts more than a few hours or it is severe. Or the child is clearly unwell. In some illnesses such as meningococcal disease, symptoms such as fever and joint pain can develop quickly and it is vital treatment is provided without delay.

A fever is a sign that the child or baby has an infection and that the body's immune system is working hard to control the infection. Theoretically, by lowering the temperature by giving analgesics, the immune system becomes less effective.

Using analgesics such as Paracetamol does not protect a child from febrile convulsion, even if the temperature is lowered.

Pain and Paracetamol or other analgesics:

Paracetamol can make pain less severe but it will not treat the cause of the pain. Panadol can help a child sleep more easily if s/he is recovering from an ear infection. Educators will administer Panadol that the doctor has prescribed for this purpose and for the specified time only.

Teething and Paracetamol:

Paracetamol will not be administered for babies or children who are teething. If a baby or child is unwell or has fever or appears to be in pain s/he must be seen by a doctor. Teething may cause mild discomfort, it does not cause fever, diarrhoea, respiratory infections or any other illness and any doctors who put such symptoms down as teething will not influence staff.

Paracetamol and Immunisations:

Several years ago most children had some fever after immunisations and Panadol was usually recommended. Since then vaccines have been changed, few children develop a fever and it is no longer recommended that Panadol be given at the time of the immunisation. If a child becomes unwell or has a fever soon after the immunisation, it is likely this is caused by something else and s/he should be seen by a doctor for a diagnosis.

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, and provide written notice to the parent, 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 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 responsible 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 Director or Team Leader will contact the child's parent and the emergency services as soon as possible.
4. The Director will advise the child's parent in writing as soon as possible.
5. The Director 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.

We will use the Medication Record template published on our Spike data base that is compliant with the national quality framework

Sources

Education and Care Services National Law and Regulations

National Quality Standard

Early Years Learning Framework

Paracetamol – When it should be used?

Health Support Planning, DECS

Using Paracetamol: Child and Youth Health online

www.cyh.com.au

Encyclopaedia of Family Health, Readers Digest

The Meningitis Centre