

Administration of Medication

QA2 Health & Safety

Policy Statement

At the Service, the administration of medication is carefully managed to ensure correct usage. No medication is administered to a child without the authorisation of a parent or authorised person, other than in the case of anaphylaxis or an asthma emergency.

Children over preschool age, who have the written authorisation of a parent or authorised person to self-administer medication, are supported to do so.

All prescribed and non-prescribed medications will only be administered, if the medication is in its original container, bearing the original label and instructions and within the expiry or use by date.

Rationale

All children have the right to experience quality education and care in an environment that provides for their health, safety, and comfort. By implementing clear procedures for the administration of medication to children, we eliminate health risks associated with incorrect administration.

Procedures

General Considerations

Wherever possible medication should be administered by parents at home.


Where medication is administered at home, educators should be advised of the nature of the medication, its purpose and any possible side effects that may occur while the child is at the Service.

Parents must be mindful of the Service's policy regarding children that are unwell and consider whether the child, who requires medication, is well enough to be at the Service. Medications should not be used to mask the symptoms of illness for the child to attend care. Children who are unwell should be cared for away from the Service.

The authorisation for the administration of medication

Other than in an emergency, an authorisation to administer medication must be provided on the *Medication Record* form and signed by a parent (or person authorised in the child's enrolment record as authorised to consent to the administration of medication). The parent/guardian must specify on the *Medication Record* if the administration is to be considered long-term or short-term. Long-term medication authorisation is valid for three months.

A designated educator or the Nominated Supervisor must verify the details on the completed *Medication Record* against the dosage instructions prescribed or listed on the packaging in the case of a non-prescribed medication. The educator will also verify the product has not exceeded its expiry date and check the required storage conditions.



If any medication labels, information, or instructions are written in a language other than English, the family must obtain an English version from their doctor or pharmacist prior to the Service administering medication.

When authorising the use of a medication, other than an adrenalin auto-injector or other emergency medication, a parent or authorised person must verify that the child has received at least three previous doses of the medication or has been taking the medication for at least 24 hours without showing an adverse reaction. If a parent or authorised contact cannot be contacted for authorisation, a registered medical practitioner or an emergency service may authorise administration.

Prescribed medications

All prescribed medications must have the original pharmacist's dispensing label or details provided by the doctor giving the child's name, the name of medication, dosage, frequency, and way it is to be administered, date of dispensing and expiry date.

Prescribed medication will only be administered to the person it has been prescribed for, at the dose it has been prescribed at, for the period for which it has been prescribed.

Non-prescribed medications

Educators will administer non-prescribed medications with the written consent of the parent or authorised person. Cough and cold medicines will only be administered to children on the written advice of a medical practitioner and written consent from parents or authorised person.

Non-prescribed medication will only be administered for one day on the written consent of a parent or authorised person. Parents need to provide doctors authorisation for further administration.

Parents must print the child's name clearly on the medication to ensure the correct medication is given to the correct child.

Storage and handling

All medication must be handed directly to an educator.

When more than one dose of a prescribed medication is supplied, educators must count the dosages with the parent or authorised person providing the medication and record the number of dosages received on the medication record.

All medication will be stored in accordance with the medication requirements in a position safely out of reach of children but readily accessible to educators.

The expiry date of emergency medications, such as asthma relievers and adrenalin auto-injectors stored at the Service, will be recorded on a stored Medications Register and parents notified when replacements are due.



Administration of medication

All medications will be checked by two educators before being administered to a child. Educators will verify the medication name, authorised dosage, and the child it is to be administered to, against the *Medication Record*.

Educators handling medications must follow handwashing procedures before and after administration.

Where the medication requires administration other than orally or by an external application, a qualified educator, who holds a current first aid qualification and has received specific instruction from a health care professional, will administer the medication.

After administering medication, the educator who has administered the medication will complete the *Medication Record* form recording the date, time, dosage, and manner of administration. The educator must then sign the record and have it countersigned by the educator who verified the transaction.

Self-administration of medication by child

An authorisation for a child to self-administer medication must be recorded in the *Medication Record* and signed by the child's parent or a person authorised on the enrolment form.

A child who self-administers medication must advise an educator when medication is to be administered and the educator will record the required details on the medication record.

References

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Document History

Document Title: Administration of Medication – Policy & Procedure		
Content Owner	Catholic Education Western Australia	Document Author
Date Published January 2015	DOCUMENT VERSION V1.0	Early Years Learning and Care Team
Reviewed January 2015	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed September 2017	Reviewed and edited content to align with requirements under the national regulations	Early Years Learning and Care Team
Reviewed October 2018	Reviewed and edited content to align with requirements under the new national regulations	Early Years Learning and Care Team
Revision Due Date October 2019	Reviewed	Early Years Learning and Care Team
Revision Date October 2020	Reviewed	Early Years Learning and Care Team
Revision Date October 2021	Reviewed	Early Years Learning and Care Team
Revision Date October 2022	Reviewed	Early Years Learning and Care Team
Reviewed April 2023	Reviewed and edited content to align with requirements under the new national regulations	Early Years Learning and Care Team

Review date: April 2024

