

ADMINISTRATION OF MEDICATION POLICY CHECKLIST

Specific Regulations: 92, 93, 94, 95, 96

Related Regulations: 90, 91, 160, 161, 162, 168, 177, 178, 181–184

The Nominated Supervisor, Certified Supervisor and all other Educators must ensure that, for the purposes of the Administration of Medication Policy the procedures below are to be followed when a child requires medication while attending any ECKA Kindergarten or Child Care Service.

<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that medication is only given to a child where authorisation has been provided, and medication is administered in accordance with legislation and this policy (Regulation 93(3))
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that all details in the medication record have been completed by parents/guardians/authorised persons in accordance with Regulation 92(3) prior to administering medication
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child (Regulation 160(3)(iv))
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that the parent/guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency (Regulation 94(2))
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that medication is not accessible to children and is stored in a childproof container (including in the refrigerator for medications requiring refrigeration)
<input type="checkbox"/>	<ul style="list-style-type: none"> being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that the medical management plans are completed and attached to the child's enrolment form, and displayed for use by those caring for children (being sensitive to privacy requirements)
<input type="checkbox"/>	<ul style="list-style-type: none"> documenting situations in which an authorised person has provided verbal authorisation but has refused to confirm the authorisation in writing (these notes are to be kept with the child's enrolment record)
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that two staff members, one of whom must be an educator, are present when verbal permission to administer medication is received, and that details of this verbal authorisation are completed in the medication record
<input type="checkbox"/>	<ul style="list-style-type: none"> obtaining verbal authorisation for the administration of medication from the child's parents/guardians/authorised person (as recorded in the child's enrolment record), or a registered medical practitioner or medical emergency services when an authorised person cannot reasonably be contacted in an emergency (Regulation (93)(5)(b))
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that verbal permission is followed up with a written authorisation as soon as is practicable
<input type="checkbox"/>	<ul style="list-style-type: none"> communicating with parents/guardians about the procedures outlined in this policy and the parent/guardian responsibilities when requesting medication be administered to their child, and making the medication record available for parents/guardians to record information during operational hours
<input type="checkbox"/>	<ul style="list-style-type: none"> ensuring that parents/guardians take all medication home at the end of each session/day.

Procedures for the safe administration of medication

Two persons (one of whom must be an educator) are responsible for the administration of any medication¹. At least one of these persons must hold a current approved first aid qualification. One person will check the details (including dosage and the identity of the child who is given the medication) and witness its administration, while the other person will administer the medication (Regulation 95(c)). Before administering any medication to a child, it is extremely important for staff to check if the child has any allergies to the medication being administered.

Procedure for administration of medication

1. Wash and dry hands thoroughly before administering any medication. If appropriate, gloves are recommended wherever possible.
2. Check the medication record to confirm date, time, dosage and the child to whom the medication is to be administered.

3. Check that *prescription medication*:

- is in its original container, bearing the original label and instructions
- is the correct medication, as listed in the medication record
- has the child's name on it (if the medication was prescribed by a registered medical practitioner)
- is the required dosage, as listed in the medication record
- has not passed its expiry date.

4. Check that *non-prescription medication*:

- is in the original container, bearing the original label and instructions
- is the correct medication, as listed in the medication record
- has the child's name on it
- is the required dosage, as listed in the medication record
- has not passed its expiry date.

5. When administering the medication, ensure that:

- the identity of the child is confirmed and matched to the specific medication
- the correct dosage is given
- the medication is administered in accordance with the instructions attached to the medication, or any written or verbal instructions provided by a registered medical practitioner
- both staff members complete the medication record (Regulation 92(3)(h)) and store any remaining medication appropriately, such as in the refrigerator if required
- the Nominated Supervisor or Certified Supervisor informs the parent/guardian on arrival to collect the child that medication has been administered and ensures that the parent/guardian completes the required details in the medication record.

Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to six months). In these cases:

- a medical management plan completed by the child's doctor should be provided and attached to the child's enrolment form (or on display, where appropriate)
 - the medical management plan should define:
 - the name of the medication, dosage and frequency of administration
 - conditions under which medication should be administered
 - what actions, if any, should be taken following the administration of the medication
 - when medication is required under these circumstances, educators/staff should:
 - follow the procedures listed above
 - ensure that the required details are completed in the medication record
 - notify the parents as soon as is practicable.
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