

<b>Title</b>	<b>Administration of Medication Policy</b>
<b>Policy Category</b>	Childrens Programs
<b>Policy Type</b>	Mandatory
<b>NQF Standard</b>	NQS: Quality Area 2
<b>Related Legislation</b>	See legislation map

### Background and Context

This policy will clearly define the:

- procedures to be followed when a child requires medication while attending the Glen Education service
- responsibilities of educators, parents/guardians and Glen Education to ensure the safe administration of medication at the Glen Education service.

Glen Education is committed to:

- providing a safe and healthy environment for all children, educators, staff and other persons attending the service
- responding immediately to the needs of a child who is ill or becomes ill while attending the service
- ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

### Scope

This policy applies to Glen Education Nominated Supervisors, leaders, educators, employees, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the Glen Education service.

This policy covers the administration of both prescribed and non-prescribed medication at the Glen Education service, including during offsite excursions and activities.

### Definitions

**Allergy Buddy:** A storage system that contains individual pouches for each child's medical storage (including action plans and medications) The system is removable in the event of an emergency and each pouch is insulated

**Approved first aid qualification:** A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Glen Education Leader:** A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures.

**Illness:** Any sickness and/or associated symptoms that affects the child's usual behaviours in the activities or program at the service

**Infectious disease:** A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.

**Injury:** Any harm or damage to a person.

**Medication (prescribed):** Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is:

- authorised by a health care professional
- dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

**Medication (non-prescribed):** Over-the-counter medication, including paracetamol, decongestant, antihistamine, vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath. Non-prescribed medication (with the exception of sunscreen) will only be administered with the written consent and instruction from a medical practitioner

**Medication record:** Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.

**Nominated Supervisor:** A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

## Policy

### **Authorisation to administer medication**

Medication (including prescription, non-prescription, over-the-counter and homeopathic medications) must not be administered to a child at a service without the authorisation of a parent/guardian or person with the lawful authority to consent to the administration of medical attention to the child.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent/guardian, or to obtain consent from a registered medical practitioner or medical emergency services if the child's parent/guardian cannot be contacted. Where possible, two educators will verify verbal consent.

In the case of an anaphylaxis, asthma, epilepsy or diabetic emergency, medication may be administered to a child without authorisation following the direction of the child's medical management plan. In this circumstance, the child's parent/guardian and/or emergency services must be contacted as soon as possible (Regulation 94).

### **Administration of medication**

When educators are required to administer medication, they must abide by specific regulatory requirements, such as written consent, and must follow the guidelines of this policy and the related procedures.

A medication record must be completed with the following information:

- a) the name of the child
- b) the authorisation to administer medication (including self-administration, if applicable) signed by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication
- c) the name of the medication to be administered
- d) the time and date the medication was last administered
- e) the time and date or the circumstances under which the medication should be next administered
- f) the dosage of the medication to be administered
- g) the manner in which the medication is to be administered
- h) if the medication is administered to the child:
  - i. the dosage that was administered
  - ii. the manner in which the medication was administered
  - iii. the time and date the medication was administered
  - iv. the name and signature of the person who administered the medication
  - v. the name and signature of the person who checked the dosage, if another person is required under Regulation 95 to check the dosage and administration of the medication.

## **Responsibilities**

### **Glen Education is responsible for:**

- ensuring that medication is not administered to a child being educated and cared for by the service unless it is authorised, and the medication is administered in accordance with the procedures prescribed in Regulation 95
- ensuring that a medication record that meets the requirements set out in Regulation 92(3) is available at all times for recording the administration of medication to children at the service (Regulation 92). (Refer to the template Medication Record (p.171) in the Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 or visit <http://www.acecqa.gov.au/national-regulations>)
- ensuring that parents/guardians are given written notice as soon as is practicable if medication has been administered in an emergency and where authorisation has been given verbally (Regulation 93(2))
- 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))
- ensuring that at least one educator on duty has a current approved first aid qualification (Regulation 136). (Note: this is a minimum requirement. As a demonstration of duty of care and best practice, Glen Education require that all educators have current approved first aid qualifications.)
- developing and reviewing procedures for the authorisation and administration of medication required for the treatment or management of long-term conditions
- ensuring that all educators are familiar with the procedures for the administration of medication
- ensuring that medication records are kept and stored securely until the end of 3 years after the last date on which the child was educated and cared for by the service (Regulation 183(2)(d)).

### **The Nominated Supervisor/Glen Education Leader is responsible for:**

- 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))

- 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))
- ensuring that medication is not accessible to children and is stored in an Allergy Buddy, that is relevant to the child's group ( ( Medication that requires refrigeration, needs to be stored in a sealed container in the refrigerator)
- being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that the medical management plans and risk minimisation and communication 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)
- 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)
- informing parents/guardians as soon as is practicable if an incident occurs in which the child was administered the incorrect medication or incorrect dose as prescribed in the medication record, staff forgot to administer the medication, or the medication was administered at the wrong time. Staff must also ensure that any medication that is accidentally dropped is not administered to a child or returned to the original container, and that parents/guardians are informed if an incident of this nature occurs
- informing parents/guardians that non-prescribed medication (with the exception of sunscreen) will only be administered with the written consent and instruction from a Medical Practitioner. Non-prescribed medication will only be administered for a maximum of 48 hours after which, a medical management plan from a Medical Practitioner will be required for its continued use
- informing parents/guardians that paracetamol is supplied by Glen Education for use in extreme cases of high temperature and associated discomfort only and only where a parent/guardian has been contacted and given verbal consent

**All educators are responsible for:**

- 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))
- administering medication in accordance with Regulation 95 and the guidelines set out in relevant procedures for the safe administration of medication
- 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
- 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
- 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))
- 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
- ensuring that verbal permission is followed up with a written authorisation as soon as is practicable
- ensuring that parents/guardians take all medication home at the end of each session/day.

**Parents/guardians are responsible for:**

- ensuring that any medication to be administered is recorded in the medication record kept at the service premises
- physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided
- providing a current medical management plan when their child requires long-term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency
- ensuring that the details of authorised persons are kept up to date in the child’s enrolment form
- ensuring that prescribed medications to be administered at the service are provided in their original container with the label intact, bearing the child’s name, dosage, instructions and the expiry date (Regulation 95(a)(i))
- ensuring that prescribed medications to be administered at the service are within their expiry date
- clearly labelling non-prescription medications and over-the-counter products (for example sun block and nappy cream) with the child’s name. The instructions and use-by dates must also be visible
- ensuring that no medication or over-the-counter products are left in their child’s bag or locker
- taking all medication home at the end of each session/day. Parents/guardians are strongly encouraged to leave ongoing medication that requires an action plan, at the service during the time of the child’s enrolment
- informing the service if any medication has been administered to the child before bringing them to the service, and if the administration of that medication is relevant to or may affect the care provided to the child at the service
- ensuring that their child’s enrolment details are up to date and providing current details of persons who have lawful authority to request or permit the administration of medication.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

### Approvals and Revision

Date	Version	Author	Revision Description
Q3 2012	1.00	Glen Education Management	New Policy
Q2 2022	5.00	Glen Education Management	Policy amended as per rebranding May 2022