



Medication Administration Procedure

National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
93	Administration of medication
94	Exception to authorisation requirements anaphylaxis or asthma emergency
95	Procedure for administration of medication

Aim

Assuring the health and safety of all children at Warradale Community Children's Centre is a team effort by the educators, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal, and to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.

Implementation

- Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
- The first dose of any medication/medicated and non-medicated creams should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. Warradale Community Children's Centre requires that the child be on the medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
- Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian.
- The child's parent/guardian must complete the medication administration form within his/her room.
- Any prescription or over-the-counter medication brought to the child care centre must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labelled with a pharmacist label on container not box.
- All medications must be provided in an original pharmacy container and have a pharmacy label with:
 - Child's name,
 - name of the health care provider prescribing the medication,
 - date of dispensing,
 - name of medication,
 - strength of medication dose (how much to give),
 - when the dose should be given, other administration instructions (eg to be taken with food),
 - expiry date (where there is no expiry date the medication must have been dispensed within the last 6 months)
 - and any special instructions for its administration and/or storage.
- Medications given in the Centre will be administered by a staff member designated by the Centre Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication. The dose will be checked by another staff member prior to the administration Both parties shall sign the Medication administration form.
- All medications will be stored so that they are inaccessible to children, under proper temperature control
- Medication must only be administered to 1 child at a time and, where possible, should be administered in the same room where the medication is kept. Hand hygiene and standard infection prevention and control precautions should be adhered to prior to, during and after medication administration for each child.
- For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
- Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication and the staff member who checked the dose. These records are maintained in the Centre. Parents need to sign for the medicine and see when it was last administered when they pick their child up from care.
- Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the Centre.
- Medication cannot be administered by staff if a medication form or label has been modified, overwritten or is illegible
- Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the centre to the parent/guardian.

- Confidentiality related to medications and their administration will be safeguarded by the Director, Team Leader, and educators. Parents/guardians may request to see/review their child's medication records maintained at the Centre at any time.
- Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.
- Medicines requiring complex administration eg) including injecting (subcutaneous), administration via gastrostomy tube etc, the educators must have received proper training in how to administer this prior to the child commencing care.
- For children and young people with diabetes there will be times when they get hypoglycaemia (blood glucose levels too low). A hypo kit must be retained at the Centre and be readily available, either with the child or in the room. The hypo kit will contain items that will bring blood glucose level back up. This may include glucose tablets, jelly beans, non-diet soft drinks, muesli bars, dry crackers. These items are not a medicine.
- Paracetamol is not kept at the centre and will not be administered. Children who have been given paracetamol prior to attending the centre should remain at home as it only masks the symptoms.
- Medication such as epi-pens and asthma puffers will be kept in the child's room and expiry dates checked monthly when the first aid contents are checked.
- Staff are up to date with their First Aid training; giving staff the confidence to react appropriately in the event of a medical emergency- particularly from children in care with existing medical conditions.
- The Director must ensure that a copy of the medical conditions policy document is provided to the parent of a child enrolled at an education and care service if the provider is aware that the child has a specific health care need, allergy or other relevant medical condition. **(Note.** A compliance direction may be issued for failure to comply with this regulation)

Evaluation

This policy is viewed as working effectively when medication is given in the correct manner.

Source

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Staying Healthy in Child Care. 5th Edition
- <file:///C:/Users/Asus/Desktop/medication-management-in-education-and-care-procedure%202.pdf>
- Revised National Quality Standard 2018

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	17/3/2022	Policy Reviewed Medicated and non-medicated creams added to the policy	Lori Hart Dian Faranda-Pluke	March 2023
1.1	24/7/23	Acknowledgement at top and regulations. Minor adjustments to expectations of educators and first aid training.	Michelle and Pamela	December 2024

1.2	Sept 2024	Added label on container not box	Lori Hay	Sept 2025
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