



## Callington Kindergarten Medication Policy

Policy Number 5

Issue Number 1

Link to NQS for ECE Quality areas: 1.2.2  
2.1.1  
2.1.3  
2.1.4  
2.3.1  
2.3.3  
4.1.1  
4.3.1  
6.1.3

### Policy statement

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- Callington Kindergarten has a duty of care to ensure that all staff and children are provided with a high level of protection during the hours of the service's operation.
- Callington Kindergarten's Medication Policy reflects the following principles:
  - safe principles and practices to administer medication;
  - hygiene practices;
  - an acute attention to detail;
  - the maintenance of accurate records;
  - up to date professional development knowledge of administering techniques;
  - first aid qualifications;
  - licensing and/or legislative requirements;
  - recommended advice and practices from a medical source;
  - open communication between staff/carers, families and children; and
  - the accountability of staff when administering medication.
- The basic principles of medication administration will be adhered to at all times in the service. **The five principles are the right:**
  - **child;**
  - **medication;**
  - **dose;**

- method;
  - date and time; and
  - expiry date of the medication.
- Medication can only be administered when the kindergarten's **Education and childcare medication log** has been completed and signed by the child's parent or legal guardian.
- At Callington Kindergarten medication is administered to a child by a staff member only.
- The service will endeavour to ensure that staff are witnessed by another person when administering medication to children.
- It is understood by staff, children and families that there is a shared responsibility between the service and other stakeholders that the Medication Policy and procedures are accepted as a high priority.
- In meeting the kindergarten's duty of care, it is a requirement under the *Occupational Health & Safety Act* that staff implement and endorse the service's Medication Policy and procedures.
- The kindergarten reserves the right to contact a health care professional<sup>1</sup> if staff are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.

## Rationale

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**Administering medication should be considered a high risk practice. Families place a high level of trust and responsibility on staff/carers when they are administering medication to children. Authority must be obtained from a parent or legal guardian before staff/carers administer any medication (prescribed or non-prescribed).**

Please refer to:

- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4<sup>th</sup> Ed.). Canberra: Author.

## Strategies and practices

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### Definition of medication

- The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:
  - authorised by a health care professional; and
  - dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date.

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<sup>1</sup> For the purpose of this policy, 'health care professional' can include the child's: medical practitioner (or doctor of medicine); allied health professional, such as a speech therapist, nutritionist or child psychologist.

All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath/homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies.

- Examples of prescribed medication include antibiotics; Ventolin for asthma; or Ritalin for Attention-Deficit Hyperactivity Disorder.
- Examples of non-prescribed medication include topical or antifungal creams for nappy rash or eczema; paracetamol; ibuprofen; antihistamine for an allergy; or teething gel.

### **Handwashing and hygiene practices**

- Remove bandaids and discard in bin
- Lather hands and wrists with soap
- Rub areas between fingers as well as palms and backs of hands
- Rub for at least 15 seconds
- Rinse thoroughly under running water
- Dry hand thoroughly
- Re-apply any bandaids required

Please refer to the service's Hygiene and Infection Control Policy.

### **Maintaining clean and hygienic environments**

Staff maintain a clean and hygienic environment by

- Spray and wipe toilet area at the end of each session or earlier if needed
- Wash dishes after each session
- Clean and disinfect tables at the end of each session and after lunch
- Sweep, mop and vacuum floors at the end of each day
- Wash and disinfect children's toys on a regular basis

Please refer to the service's Hygiene and Infection Control Policy.

### **Assessing the need for administering medication**

- Staff will observe child's symptoms, condition and overall well being in relation to the information provided by parents/carers.
- If concerned staff will attempt to contact parents to confirm the use of medication and document the call.
- Staff will complete documentation required for the administration of medicine.

### **Exclusion guidelines**

- There are specific exclusion periods required when children have communicable conditions, these are clearly detailed in the "You've Got What" 4<sup>th</sup> edition 2009 SA Health.
- Kindergarten staff are required by law to enforce these exclusion limits for the safety of all children and adults attending the centre.
- Parents will be clearly notified of when their child can return, this may be a time constraint or a physical determination (eg scabs falling off).
- Ultimately, the safety and welfare of children is the first priority of a service and all medication should be administered in accordance to the service's Medication Policy, in conjunction with parent or guardian authorisation, and legislative guidelines.

### **Authorising the administration of medication**

- Parents must fill in the medication log and sign it before staff are able to administer any medication, prescribed or not. If for any reason a parent has not completed the form and staff feel the medication is required they will do everything possible to contact the parent for verbal consent.
- Staff are required to enforce this policy at all times.

### **Medication plan**

- A medication plan is to be completed by the treating doctor when medication is to be administered on an ongoing basis. This plan needs to cover the following details:
  - Child's name who requires the medication;
  - Child's parent or guardian's name and signature;
  - Name of the medication;
  - Dose required;
  - Method of administration, for example oral, eye, ear, inhaled;
  - Time and date of administration;
  - Expiry date of the medication;
  - Special instructions, such as medication that needs to be administered an hour before a meal or before a child falls asleep; and
  - Known family history to allergies involving medication. If so, what are the symptoms?

### **Storage and disposal of medication**

- Medications have the potential to be dangerous to other people and so safety/security of the medication must be paramount. Storage must cater for the individual requirements of the medication:
  - Correct temperature
  - Exposure to air/sunlight
  - Safety

Disposal of medication is the parent/carer's responsibility.

### **Administering medication to a child**

At Callington Kindergarten only staff are allowed to administer medication.

#### **Procedure**

- Staff member to check the written instructions as recorded in the medication plan or medication log.
- Staff member to check the expiry date on the medication
- Staff member checks that they have the correct child by asking the child and confirming with another staff member.
- Staff member checks that they have the correct medication for the correct child.
- Staff member checks the correct dose by comparing the medication log to the container.
- Staff member checks the correct method of administration against the log and the container.

- Staff member checks the time of administration against the log and the container.
- Staff member administers medication, if possible while observed by another staff member.
- Staff members document the administration of medication and counter sign.
- Staff members continue to observe child to check that the medication has had the desired effect.
- Staff member confirms with parent/carer that the medication was administered and returns medication (if not permanently located at Kindy) to parent.

#### **The importance of a witness**

- When administering medication it is preferable to involve a second staff member throughout the entire process.

#### **Documenting the administration of medication**

- All administration of medication will be documented on the medication logs which will be filed and achieved as per DECS instructions.

#### **Prolonged use of medication**

- Will require the parents/carers to provide the centre with a completed medication plan filled out by their medical professional.

#### **Staff professional development opportunities**

- Callington Kindergarten aims to maintain and strengthen the skills and knowledge of all staff in relation to administering medication to children.
- Staff will complete Basic First Aid training, asthma training, epi-pen training in an ongoing manner to maintain their skills.

#### **Excursions**

Callington Kindergarten believes in the inclusion of all children in all kindy experiences, including excursions. Strategies to support this with children on medication are as follows:

- Staff will take the completed medication log/plan on the excursion
- Staff will take the required medication (with parental approval) in a temperature controlled pack inside the emergency bag.
- Staff will take the parent/carer's contact information on the excursion
- Staff will complete the administration protocol as normally required at Kindy.

#### **Policy review**

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- Callington Kindergarten staff will review the Medication Policy and procedures, and related documents, including behaviours and practices every 12 months.
- Families are encouraged to collaborate with the service to review the policy and procedures.
- Staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

## Procedures

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The following are examples of procedures that Callington Kindergarten may employ as part of its daily practices.

Examples:

- Employee induction procedure.
- Policy development and review procedure.
- Student and volunteer induction procedure.

## Links to other policies

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The following are a list of examples:

- Enrolment of new children and families to the service
- First aid
- Hygiene and infection control
- Illness
- Occupational health and safety
- Privacy and confidentiality
- Supporting children's individual needs

## Sources and further reading

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- Frith, J., Kambouris, N., & O'Grady, O. (2003). *Health & safety in children's centres: Model policies and practices* (2<sup>nd</sup> Ed.). NSW: School of Public Health and Community Medicine, University of New South Wales.
- Matthews, C. (2004). *Healthy children: A guide for child care* (2<sup>nd</sup> ed.). NSW: Elsevier.
- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4<sup>th</sup> ed.). Canberra: Author.
- Oberklaid, F. (2004). *Health in early childhood settings*. NSW: Pademelon Press.
- Poisons Information Centre Listing. (n.d.). Retrieved June 28, 2007, from <http://ausdi.hcn.net.au/poisons.html>
- Therapeutic Goods Administration. (2007). *Scheduling of medicines and poisons: National Drugs and Poisons Schedule Committee (NDPSC)*. Retrieved June 28, 2007, from <http://www.tga.gov.au/ndpsc/index.htm>

## Useful websites

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- Anaphylaxis Australia - [www.allergyfacts.org.au/foodalerts.asp](http://www.allergyfacts.org.au/foodalerts.asp)
- Asthma Foundations Australia - [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- HealthInsite - [www.healthinsite.gov.au](http://www.healthinsite.gov.au)
- Immunise Australia Program - [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- National Health and Medical Research Council - [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- National Prescribing Service - [www.nps.org.au](http://www.nps.org.au)

**Policy review date**                      1/12/17

**New review date**                      1/12/18

**Signatures**

\_\_\_\_\_ Director