

Rationale

Elsie Ey Children's Centre is committed to promoting attendance and positive engagement in the curriculum, including for children with identified health needs. At times this may require staff to administer medication to children to support their health in our setting. Elsie Ey Children's Centre will work with families, DfE student support services staff and external health professionals to determine the safest and most successful ways of educating children diagnosed with medical conditions requiring medication administration during their preschool sessions.

This local procedure will be used in conjunction with Health, Department for Education and the National Quality Framework policies, procedures, regulations and guidelines. ***This procedure does not refer to accidents/injuries requiring first aid that occur at preschool.***

Definitions

Family: Parents, carers, kinship relations responsible for communicating medical needs of a child.

Medication: In this procedure 'medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals and supplements) that are considered medicated and are required to be administered whilst the child is attending preschool. It does not include Creon or items included in a hypo kit. Please refer to the Department for Education for policies and procedures related to these medications.

Non-medicated: In this context includes items such as sunscreen, nappy rash cream, moisturising lip balm, lubricating eye drops or moisturiser where they are unmedicated. Where educators or family are unsure if a product contains medication, they can contact a local pharmacy, the child's GP or the Medicines Information Service at the Women's and Children's Hospital (8161 7555) for advice.

General use emergency response medication: Department for Education preschools are required to have a general use epipen (for emergency treatment of anaphylaxis) and salbutamol (for emergency treatment of asthma) as part of their first aid stock. These can be stored and administered in an emergency situation for a child without a prior prescription or medication agreement form.

Controlled drugs: For the purpose of this procedure, controlled drugs refers to restricted schedule 4 drugs and schedule 8 (controlled drugs).

Procedure

For full details refer to the department for education website: [Medication management procedure](#)

Medication considerations:

- All medication – with the exception of all emergency medications – must have a medication agreement form completed and signed.
- Medication cannot be administered by any staff if the medication agreement has been written over, is illegible, or any of the medication rights are in doubt.
- Children should not be given a first dose of a new medication whilst attending preschool due to the risk of adverse reactions. Prescribed emergency medications are exempt from this.
- Medication can **only** be administered aurally, orally, inhaled, or topically in the preschool setting
- Complex medication administration cannot be given by preschool staff.
- Medication prescribed as three times a day should be encouraged to be administered outside of preschool hours where possible.
- Medication labelled 'to be taken as required' cannot be administered by preschool staff. Staff cannot make a clinical decision about when to give medication. All medication agreements must have a specific listed time of administration for the medication. Emergency medications are exempt.
- If pain medications are required to be administered for longer than 72 hours (eg paracetamol, ibuprofen, the medication agreement needs to be signed by a treating health professional.
- **Preschool children are not permitted to self-administer medication**

Supply of medication to our site:

- All medication must be received at our site intact, in its original packaging, and clearly labelled with the child's name, date of dispensing, name of medication, strength of medication, dose, when the dose should be given, any other administration instructions and an expiry date.
- A pill cutter should be provided by the family where a tablet needs to be given in a ½ or ¼ format. Staff members can cut the required dose.
- Any other equipment required to administer must also be supplied (eg spacer, syringe).
- All medication and unmedicated products requiring administration should be handed to a staff member upon arrival. Items are not permitted to be stored in children's bags.
- If the medication is new, the receiving staff member should communicate this to all other staff via a note in the morning messages folder.
- Medication for preschool attendance sessions for a calendar week may be stored on site at any one time.

Storing of medication:

- All medication, except for controlled drugs, are to be stored in the central medication cupboard in the main kitchen area.
- Each child prescribed medication will have a named plastic tub containing their medication, medication agreement or associated plan (ASCIA/ asthma), and administration equipment.
- Where medication is required to be stored in the fridge, the tub will be placed in the small fridge in the IPP office.
- All controlled drugs must be stored in the locked medication cupboard in the IPP office. This cupboard is to remain locked at all times with the key stored in the agreed location.
- Controlled drugs are to be handled, stored and administered only by those staff members authorised to do so.
- The controlled drugs register must be tallied daily whilst drugs are onsite (NB this is in addition to completing the medication log).

When medication is not supplied:

- Staff member is to contact the child's priority contact(s) to determine the whereabouts of the medication.
- Family is asked to deliver the medication to the site as soon as possible.
- Where it is not possible for the family to deliver the medication to the site, the child should not be excluded from participating in the preschool program.
- The director or responsible person will assess the risk of the child remaining on site and determine the level of additional supervision required for the child until their medication returns onsite. This will be communicated to all staff via the morning messages folder and the family will be advised that an ambulance will be called immediately should the child have an episode requiring medication.
- If a medication plan is onsite that cannot be followed due to the absence of medication, a medication advice form should be completed by the educator listing this as the reason for non-administration. This form needs to be communicated to, and signed by the family as soon as possible.

General use emergency response medication: The preschool stores a general salbutamol inhaler and an adrenaline auto injector to be used in response to a related emergency medical episode. These are located in the main medication cupboard in the kitchen.

Medication transport during emergency procedures and excursions:

- Containers from the medication cupboard will be transferred in to the first aid trolley for all excursions and emergency drills/events as per the emergency management plan.
- Items requiring refrigeration will be placed in the allocated cooler bag with an ice-pack (also in a container).
- Controlled drugs will be transported in the portable black safe tin.

Administration of medication:

- While staff members have a duty of care towards children, they have the right to refuse administering medication if they feel uncomfortable or unqualified in doing so.
- Hand hygiene and standard precautions should be followed prior to, during and after each instance of medication administration
- Two staff members must follow the medication rights checklist every time medication is to be administered
- Only one child should be administered medication at any one time (emergency situations exempt).
- Where possible, medication should be administered in the kitchen area, or the IPP room only.
- Medication logs and other related forms should be completed at the time of administration.
- Medication logs are to be stored in the first aid folders relevant to the child's attendance group, under the alphabetised section for their first name. Completed forms, and at the end of the child's enrolment at the centre, should be transferred to the child's file in the directors office.

Unmedicated creams, balms or drops:

- Education staff can apply unmedicated products, including sunscreen, nappy rash cream, lip balm or moisturiser at the request of the family.
- The family must give clear instruction on when and how much (if relevant) to administer and this request must be documented in the morning notes from families folder for all educators to read and acknowledge.
- There must be an agreed approach to how the administration of non-medicated products is documented and communicated between the staff and the family. This agreement must be documented in the morning notes from families' folder for all educators to read and acknowledge. This may include:
 - Verbal agreement and expectation with no documentation
 - Completing a medication log every time the unmedicated product is applied
 - Advising by text message or email that the product has been applied.

Medication incident:

- In the event that an incorrect dose or medication has been administered:
 - Call 000 if there is an adverse reaction
 - Call the poisons information line if there is no adverse reaction
 - Notify the family
 - Complete a medication advice form and report the incident on IRMS
 - Review the medication management procedure
- In the event that a dose is missed or refused by the child, complete the medication advice form and notify the family.

Common forms required in managing medications at our preschool

All documentation templates should be sourced directly from the Department for Education website to ensure we use the most current document available, except where listed. Completed hardcopy forms should be stored both in the child's file in the director's office and with the medication. Medication agreements and associated care plans should also be uploaded digitally to children's EMS file.

Form	Purpose	Completed by
Allergy and anaphylaxis action plans ASCIA website	Detail a child's known allergy or anaphylactic triggers, symptoms, and treatment including medication to be administered.	Treating health professional
Asthma care plans DfE template, however some doctors have their own preferred template	Detail and child's know triggers, symptoms and treatment for asthma including medication to be administered.	Treating health professional
Authorisation to administer controlled medicines	To ensure a combined understanding by staff of the governance and accountability requirements for controlled medicines brought onto, stored and administered on site.	Director and authorised staff member
Controlled medicines register	To log the transaction of all controlled drugs. It is a legal requirement for a daily stocktake to occur, endorsed with the names and signatures of two staff members. Any discrepancies with the medication count must be reported to the police.	Staff members witnessing the transactions of controlled drugs in and out of the site.
Health support agreement (HAS)	To be completed for every child with a health condition to identify potential risks associated with their condition/s and minimise risks when participating in the preschool program. Prescribed medications need to be added to the HSA forms and updated as necessary.	Director in conjunction with families, educators and service providers where applicable.
INM medication agreement	Authorise and detail the administration of Intranasal midazolam for the treatment of seizures.	Treating health professional
Medication advice form	Completed when: Medication has not been administered, there has been a medication incident, or post-observation data is required to be collected and communicated with families.	Staff responsible for administering the medication.
Medication agreement	Form to authorise the administration of medication	Family can complete for all medications except: -Controlled drugs -Medications that require an alternative plan (eg ASCIA, asthma, INM)
Medication agreement for restricted schedule 4 and schedule 8 drugs	Same form as above but the bottom section must be signed by the treating health professional. Family signature is not legally accepted for these medications.	Treating health professional
Medication log	To be used to record the administration of any medication	Administering staff and a witness.
Medication rights checklist	Systematic checking process that must be followed to reduce the risk of medication errors.	Two staff members to follow together every time prior to medication being administered.
Multiple medication agreement	Form to authorise multiple medications to be given to the same child.	Family or treating health professional for controlled drugs.
Safety and risk management plan	To accompany HSA to identify and reduce risks associated with children's medical conditions whilst at preschool.	
Seizure management plan	Details the triggers, symptoms, type and treatment of children's seizure activity	Treating health care professional
Seizure log	Record the details of a child's seizure activity for parent/ emergency service/ department communication.	Staff member who observed the seizure activity

Roles and Responsibilities

Educators, staff and management have a shared duty of care to ensure children are provided with a high level of safety when managing administration of medication to children at kindy.

Site Leader	<ul style="list-style-type: none"> • Advise families of the service's managing medications procedure upon enrolment. • Seek information related to children's medication, medical and health care needs upon enrolment, and when necessary during the enrolment period. • Guide families in obtaining any necessary documentation related to children's medication needs. • Ensure relevant plans/ agreements/ safety and risk documents relating to children's medication needs are complete and maintained. • Ensure staff receive information about the service's managing medication procedure during their orientation and when updates occur. • Ensure staff know the storage location of local site policies and procedures, and where to find supporting policies/ procedures/ regulations and national law information related to this procedure. • Maintain a safe and healthy work environment. • Make sure staff are informed of children in their group with medical conditions • Review implementation of the current procedure. • Ensure staff receive adequate training on administering identified medications • Identify staff members to be authorised to administer controlled medications • Provision of lockable medication cabinets for controlled medications • Lead reviews of medication procedure in the event of a medication incident or new legislation.
Educators	<ul style="list-style-type: none"> • Will make sure they read relevant medication agreements, health care plans, HSA and SRMP's related to children in their group. • Child's teacher to review medication agreements, care plans, HSA and SRMP's prior to excursions and incursions • Ensure the 'medication rights checklist' is followed by two staff members every time prior to medication being administered to a child. • Consider the medical conditions of children in all aspects of programming and daily routines and transitions. • Staff are not able to administer any medication without a health care/ medication plan in place. • Complete necessary medication logs, medication advice forms, controlled drug registers as applicable.
Families	<ul style="list-style-type: none"> • Inform staff of any medication required to be administered upon enrolment, or as soon as apparent, and provide any documentation required as stipulated by the director/responsible person. • Provide the necessary medication in accordance with the 'supply of medication to our site' section of this procedure. • Deliver medication to the site as soon as possible if it has been forgotten. • Notify us as soon as a child's medication has been changed in any way and provide the updated medication agreements or plans. • Let us know if you are concerned about your child's health at any time and discuss any medical concerns or preferences with the Director. • Consult with Director to complete a HSA and SRMP related to their child's medical condition and administration of medication. • Consider appropriate insurance to cover medical and ambulance where possible. • Ensure emergency contact information is provided at enrolment and remains current AT ALL TIMES throughout the child's enrolment period. • Make sure any combination of parents/ carers/ emergency contacts are accessible at all times during a child's attendance, to answer emergency calls • Keep children home if they have been, or are to be, administered a medication that they are taking for the first time.

Procedures created or reviewed: Created 13/06/2023.

Monitoring, Evaluation and Review: Policies and procedures are reviewed every 3 years or earlier if there is a change in relevant legislation, or an incident requiring review of current practice.