



Fraser Park Preschool-7 School



Government of South Australia
Department for Education

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Administration of Authorised Medication Policy

NQS

QA2	2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.

National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication records
	93	Administration of medication
	94	Exception to authorisation requirement – anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

EYLF

3.2	Children take increasing responsibility for their own health and physical wellbeing
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Aim

All educators can safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child at Pulyeri.

Related Policies

Emergency Service Contact Policy

Enrolment Policy

Food Nutrition and Beverage Policy

HIV AIDS Policy

Immunisation and Disease Prevention Policy

Incident, Injury, Trauma and Illness Policy

Medical Conditions Policy

Implementation

Pulyeri staff will ensure that the Medication Record is completed for each child requiring medication whilst at Pulyeri. A separate form must be completed for each child.

- Medication may only be administered by Pulyeri staff with written authority signed by the child's parent/guardian or other responsible person named in the child's enrolment record that is authorised by the child's parent/guardian to make decisions about the administration of medication.
- In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
- Medication must be provided by the child's parent and include the following:
 - Original container - Medication will only be administered from the original container.
 - Original label that is clearly readable.
 - Child's name clearly on the label.
 - Any instructions attached to the medication or related to the use of the medication.
 - Any verbal or written instructions provided by the child's registered medical practitioner.
- Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to an educator for appropriate storage (upon arrival).
- A medical practitioner must prescribe all medication and clearly state the medication name, the child's name and the dosage required. This includes over-the-counter medications and paracetamol, natural or herbal remedies and naturopathy medication.
- All medication must be delivered in the original container and handed to an educator to be stored appropriately. Medication of any kind must not be left in your child's bag.
- Staff must be informed of the medication required and written permission for staff to administer the medication must be given by parents. by completing the details in the *Medication book* each day.
- Staff will record details of medication given to a child, which will be kept and made at the time of administration, not later. Two people will check the

dosage, name and any other relevant information and sign the record.
Qualified staff members only will administer medications.

- Children with asthma must have their own spacer. Spacers are only for single-person use. If children do not have a spacer Pulyeri will supply.

Medication must be supplied in the original bottle/container with:

1. The correct child's name
2. The dosage
3. The frequency
4. The doctor or Naturopaths name

Medication requests must specify:

1. The name of the child
2. The name of the medication
3. When the medication is to be given
4. Dosage to be given
5. Method of administration, e.g. oral, topical, inhalation
6. Any additional instructions i.e. with milk, half hour before eating etc.

Staff cannot administer medication which is:

1. Premixed into children's bottles, drinks or food
2. Prescribed for someone else
3. Out of date
4. Pulyeri cannot store non-prescribed drugs on the premises
5. Pulyeri will only administer prescribed paracetamol for up to 1 week, at which time the centre will require written confirmation from the child's doctor that their condition has been re-evaluated.
6. In a case of a child who has ongoing health issues, e.g. asthma, convulsions, allergic reactions etc, a health care plan will be required from the child's medical practitioner which states the procedure or treatment child care staff should follow and any medication dosage information.
7. A child should not have the first dose of any medication at Pulyeri – if this is necessary, the parent will need to stay with the child at Pulyeri for at least 30 minutes after to ensure there is no reaction.
8. Prescribed medication should only be sent to Pulyeri if absolutely necessary. For example, medication that has to be taken three times per day can be taken before and after Preschool. Asthma preventers should also be taken at home where necessary.
9. In the case of a child's health deteriorating or a child's temperature reaching or exceeding 38°C the centre will follow the *Exclusion Policy*. While staff awaits collection, they will make the child as comfortable as possible and offer them reassurance and as much extra care as possible. In the case of a high temperature staff will undress them to allow for cooling and offer frequent sips of water.
10. We believe that the best place for children when they are unwell is at home and it is generally recognized that if a child is too ill to participate in normal activities without additional care from staff, that child should not be at Preschool. Pulyeri staff will use discretion in regard to exclusion. We recommend that any child who has had paracetamol in the last 24 hours remain at home.
11. Pulyeri also needs to be responsible for the health and wellbeing of all children and staff therefore children with contagious infections may be excluded to avoid cross contamination.
12. Please refer to *Exclusion of sick Children policy*.

Emergency Administration of Medication

For anaphylaxis or asthma emergencies, please see below.

- In the event of an emergency, Pulyeri must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
- In the event of an emergency and where the administration of medication must occur, Pulyeri must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent of a child cannot be contacted, Pulyeri must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, Pulyeri must contact a registered medical practitioner or an emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's Enrolment Form.

Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
- Pulyeri must contact the following as soon as practicably possible -
 - A parent of the child.
 - Emergency services.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.
- The nominated supervisor.

Sources:

Education and Care Services National Regulations 2017

National Quality Standard Early Years Learning Framework

Health Support Planning in schools, preschools and childcare services -

www.decs.sa.gov.au/ybsproviders *Staying Healthy in Child Care, Fourth Edition*

"Reflections" Magazine, Gowrie Australia Asthma Foundation SA

Review

The policy will be reviewed every 2 years. The review will be conducted by: Governing Council, Employees, Families, and Interested Parties.

Review	Changes made	Reason
May 2018	NQS Elements	NQS Update

Revised May 2018 Ratified October 2018