

Medication Procedure

Link to National Quality Standard:

2.1 Each child's health is promoted

2.1.1 Each child's health needs are supported

Rationale

Jamestown Community Children's Centre aims to provide safe and consistent health support planning and to ensure that the service is not discriminatory to children with health care needs. It is understood that children's health is a parental responsibility and that staff members are not trained in health management and therefore require supporting information from a health care professional in order to administer medication.

Strategies, Practices and Procedures

1. HEALTH CARE PLANS are required upon enrolment for all **LONG TERM** health conditions, including asthma, diagnosed allergies / anaphylaxis and eczema.
2. AUTHORISATION BY THE CHILD'S TREATING DOCTOR in the form of a prescription label or letter is required for **SHORT TERM** conditions requiring medication (both prescription and "over the counter") to be administered at the centre. This includes nappy creams (with the exception of the centre's nappy cream – see below), other skin creams (for eczema, dermatitis etc.) and teething gels. The doctor's authorisation ensures that the medication is medically warranted.
3. THE PARENT/GUARDIAN SECTION OF THE "MEDICATION FORM" must be completed by the parent/caregiver before staff members are asked to store and administer any medication which is not part of a current Health Care Plan. This includes nappy creams (with the exception of the centre's nappy cream – see below), other skin creams (for eczema, dermatitis etc.) and teething gels.
4. ALL MEDICATION ADMINISTERED AT THE CENTRE MUST BE:
 - provided by the parent or guardian in its original packaging
 - labelled with the child's name
 - within the expiry date of the product
 - stored in the medications cupboard
 - authorised either via a current Health Care Plan or via a Doctor's prescription/letter **and** the parent section of the Medication Form
 - (with the exception of epipen auto-injectors) the second or later dose that the child has taken (the first dose should be given at home in case of allergic reaction)
5. THE EXCEPTION TO THE ABOVE REQUIREMENTS IS THE CENTRE'S NAPPY RASH CREAM, which is authorised via the CENTRE CONSENTS section of the enrolment form. The centre will endeavour to source a cream with the fewest potential allergens possible (e.g. fish oils, nut oils, beeswax). The name of the cream will be made known to parents upon enrolment and a list of children who do not have consent for the cream to be applied will be available in the nappy change area. If the cream is changed, parents will be notified and consent will be sought for the new cream to be applied. A Medication Form will be completed for children who have had nappy cream applied.
6. CHILDREN WITH HEALTH CARE PLANS may be given medication without prior authorisation from the parent/guardian provided that:
 - The medication is listed on the health care plan, has been prescribed for the child, is within its expiry date and has been provided by the child's parent/guardian in its original packaging;
 - Correct dosage and timing of medication is observed in accordance with the health care plan and prescription label
 - Medication administered is recorded on the educator section of the "Medication Record" form
 - The parent/guardian is asked to sign the medication record when they collect the child from the centre.
7. MEDICATION FORMS are used to record the time and dosage of all medicine administered at the centre, regardless of whether the medication has been authorised via the parent section of the form or via a Health Care Plan. Only teaching staff and qualified childcare staff will administer medication. All staff members are able to witness the time and dosage of medication given.

8. Staff members are not permitted to administer medication via INJECTIONS, except in the case of severe allergic reaction (anaphylaxis) when an auto-injector has been supplied as part of a Health Care Plan.
9. STORAGE OF MEDICATIONS will be in accordance with product instructions (paying particular note to temperature) and in the original container. Medications will be clearly labelled and not accessible to children. Medications may not be stored in a child's bag, with the exception of asthma medication for school aged children. Anaphylaxis medication (epipens) may be stored in the child's bag if it is their only injector (i.e. not a separate pen for centre use) but the bag must be kept out of reach of children (e.g. in the office or kitchen).
10. Where possible, medication will be administered by the parent/caregiver outside the child's attendance at the centre; i.e. doses can be staggered so that the medication is not required whilst the child is at the centre.
11. Parents are asked NOT to give sick children Panadol or Nurofen in order to "get them through the day" at preschool or child care. These medications mask symptoms and the child may have infected other children and adults at the centre by the time it becomes apparent that the child is unwell. Panadol and Nurofen should only be used at the centre to control pain in short term non-infectious conditions when the child is otherwise well (e.g. pain after an injury) and must be authorised by a doctor via a prescription or letter.
12. Parents/caregivers may administer medication to their own child at the centre. However, the centre is not equipped or staffed for the care of sick children and parents/caregivers will be asked to collect children who are considered unwell.

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