

**MCKAY CHILDREN'S CENTRE INC.  
INCLUDING PENOLA OUTSIDE SCHOOL HOURS CARE**

<b>HSW-1 Administering Medication Policy</b>
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**Policy Statement:**

Accurate and hygienic administration of medications for children is essential in ensuring their wellbeing and safety. Educators liaise with parents/caregivers in the management and administration of medications. The Centre ensures educators are sufficiently trained and clear procedures are in place to meet the medical needs of the child and regulatory requirements.

The term medication can be defined either as a prescribed or non-prescribed. For the purpose of this policy we have defined both of these.

The definition of prescribed medication is:

- Authorised by a health professional
- 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. Examples of medication are antibiotics and Ventolin for asthma

The definition of non-prescribed medicine is:

- 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 complimentary or alternative such as vitamins or remedies
- Examples of a non-prescribed medication include topical or antifungal creams for nappy rash or eczema, paracetamol, ibuprofen, antihistamine for allergy

**Procedure**

If children have medication for an ongoing illness or condition prescribed by a Doctor the following procedure is to be followed:

- A child's individual health care plan completed by a Doctor is kept in three places, including a medic Buddy pouch in the kitchen on the wall near the fridge; in the blue medication folder in your child's care and education room; and in their enrolment information in the Centre office

If children have a short term illness a medication form from the blue medication folder must be completed by the parent/guardian. Information includes – date, name of child, prescribed medication dosage, time to be given and parent signature. When administering the medication, educators need to record the dosage administered, time given, who checked the administration and sign the form.

- This information is required on a daily basis and must be discussed with an educator who will report this information to the Director, Assistant Director or Responsible Person on the day.
- Medication must be prescribed by a Doctor, be in its original container, have the child's name on it and be current.
- Medication must be placed in the fridge or in the medication cupboard in the kitchen. It must never be left in a child's bag.
- Staff need to be informed of any medication administered to a child before coming to the Centre.
- Non-prescription medicine will not be administered unless on a child's health care plan.
- Educators will keep a record of signs of illness on the Incident, Trauma, Illness form and inform the Director, Assistant Director or Responsible Person on the day of an increase in symptoms

- If children become unwell parents or emergency contacts will be notified and children must be collected as soon as possible
- Staff will wash hands before and after giving medicine.
- For safety reasons dosage instructions as specified by the Doctor on the prescription label must be adhered to. Qualified staff will administer the medication with a second staff member as a witness and sign the medication sheet after administering medication to children.
- The Centre will provide written notification if medication is administered to a child in accordance with First Aid training in an emergency situation. Authorisation is acquired from parent/caregiver verbally or (if non-contactable) a registered medical practitioner or ambulance personnel
- In an emergency the Centre will administer anaphylaxis or asthma medication in accordance with First Aid training without authorisation and parent/caregiver and emergency services will be notified immediately
- Centre staff will not administer the first dosage of any medication due to potential implications or reactions.
- The child will be monitored for any adverse reactions, and parents will be advised of any such occurrence.
- Children should not arrive at the Centre on pain relief medication. If a child is unwell, the best place for a child in pain is at home. Pain relief medication can also mask other symptoms of a developing illness.

**Sources:**

- Education and Care Services Regulations 92-96, 136
- National Quality Standards Quality Area 2

**Related Policies:**

- HSW-3 First Aid
- HSW-8 Infectious Diseases and Sick Children
- HSW-7 Hygiene Practices
- Camps and Excursions (DECD)

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