

# Medication Procedure

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Policy ID No. PO5/4638



**Government of South Australia**

Department for Education and  
Child Development

## DOCUMENT CONTROL

**Managed by:**  
Preschool

**Responsible position:**  
Director

**Version:**  
3

**Approved by:**  
Staff

**Date approved:**  
13/11/2017

Governing Council

13/11/2017

**Next review date:** November 2018

## IF NECESSARY FOR STAFF TO ADMINISTER MEDICATION

- An authority to administer medication form must be provided with Doctor or Pharmacist signature, when this is not possible an Interim 24 Hour Parental Authorise Medication authority can be used.
- Parent/Carer to complete first half of Medication Record on arrival
- Staff and witness to complete second half of Medication Record after medication administered

(In almost all circumstances, medication can easily be given to children by Parents/Carers, out of Preschool hours e.g. 3 times a day – morning, after Preschool, bedtime)

## ASTHMA MEDICATION

- Doctor and parents/carers to complete and sign Asthma Care Plan, Medication Plan and Individual First Aid Plan if required
- **ALL FORMS TO BE COMPLETED BEFORE CHILD STARTS OCCASIONAL CARE/PRE-ENTRY/PRESCHOOL – This is a legal requirement**
- Forms/information to be clearly named and kept in Medication Folder
- Medication to be kept at Preschool during session time
- Asthma SA and Preschool Staff believe that if a child needs to use a nebuliser during Preschool hours the child is not well enough to be attending Preschool that day

## EXCEPTION TO AUTHORISATION REQUIREMENT

- Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency

**ALL medication to be in original container, have an original label and not be out of date.**

All medication to be kept in First Aid cupboard above sink in kitchen unless refrigeration needed, where it then will be placed in the top of the refrigerator door/ locked box. On total fire ban days medication to be kept in Bushfire Emergency bag.

When a child is enrolled at the centre with a medical condition the following forms are required to be completed prior to attending the centre:

### **Asthma:**

Asthmas Care Plan, Medical Information & Health Support Plan

### **Severe Allergy (Anaphylaxis):**

Allergy Care Plan (Including Anaphylaxis), ASCIA Action Plan for use with Anapen or EpiPen, Health Support Plan

**Allergy:**

Allergy Care Plan (Including Anaphylaxis), Health Support Plan, Action Plan for Allergic Reactions

**Food Allergy:**

Allergy Care Plan, Action Plan for Allergic

**Food Intolerance:**

Modified Diet Care Plan, Health Support Plan when diagnosed by a doctor

Undiagnosed by a doctor the site will support and respect families request

**Other Medical Conditions**

All other medical conditions will require the relevant form as well as a Health Support Plan.

Refer to website:

[http://www.decd.sa.gov.au/speced2/a8\\_publish/modules/publish/content.asp?web=special\\_ed2&group=health&id=forms](http://www.decd.sa.gov.au/speced2/a8_publish/modules/publish/content.asp?web=special_ed2&group=health&id=forms)

When this policy is updated, use above website to update relevant medical forms held in Medication folder.

**Risk Assessment**

The completion of the Health Support plan indicates that a risk minimisation form for education, child care and community support services has been completed.

All children who have a medical condition staff will complete a medical condition alert with the child's current picture attached and place in the kitchen in the first aid cupboard. This is to alert all staff and volunteers of current medical conditions relating to children.

Communication of Changes to current plans

All families can see a staff member to change their current medical requirements at any time.

For further information please go to the DECD site:

[http://www.decd.sa.gov.au/childrenservices/pages/policies/NQF\\_policies](http://www.decd.sa.gov.au/childrenservices/pages/policies/NQF_policies)