



Murray Bridge Preschool Kindergarten

Administration of Medication

The National Health and Medical Research Council (NHMRC) recommend that children who are physically unwell be excluded from early childhood education and care services to minimise disease outbreaks. It also details the exclusion periods which apply for children with particular infectious diseases.

An unwell child – able to play quietly with toys at home with one or two siblings – may find it difficult to interact with other children, share toys, take part in routines and cope with the noise level in a Kindergarten. In most instances, for a child who is unwell, the best place to recover is at home.

However, it is reasonable that, from time to time, children may require basic medical treatment or need to be given medication while they are in care. In addition, children with certain medical conditions (e.g. asthma, allergies, diabetes) may need scheduled or unscheduled administration of medication.

Policy statement

The Centre maintains close and regular communication with parents and takes an informed and responsible team approach to administering medication to children, and documenting that process. In addition the Centre has clear guidelines for managing medical conditions such as asthma, diabetes, anaphylaxis and other specific health care needs.

Strategies and practices

- Parents complete an *Enrolment Form* prior to their child commencing at the Centre. The Form requires parents to provide details of their child's known medical conditions or specific health care needs (e.g. asthma, diabetes, anaphylaxis). Where a child has a known medical condition or requires specific health care, the parent must provide the Centre with a copy of the Medical Management Plan which has been completed in consultation with the family doctor before the child may commence at the Centre.
- Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the Centre without that medication. Refer to the Centre's *Medical Conditions Policy*.
- The Nominated Supervisor informs all staff and volunteers of the Medical Management Plan for any child in the Centre, and the whereabouts of that Plan. At that time, the Nominated Supervisor clarifies the nature of the medical condition and how it is to be managed. With parental consent, copies of each child's Medical Management Plan which includes a photograph of the child are displayed in strategic locations throughout the Centre. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families.
- Because of the increasing number of children at risk of anaphylaxis, the Centre is a 'Nut-Free Zone' (i.e. no nuts or foods containing nuts or nut derivatives can be brought into or used in the Centre).

- Children are encouraged not to share food.
- All cooking activities – handling, preparation, consumption of food – take into account children’s individual needs and known allergies.
- Families of children with medical conditions or specific health care needs are provided with a copy of this *Administration of Medication Policy*.
- Medication is only administered if it has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date. A permission to administer medication form must be completed and signed by the medical practitioner.
- Before any medication – other than those listed in Medical Management Plans – is administered, the parent or person named in the enrolment form as authorised must provide signed permission from medical practitioner and complete the Centre’s Medication Form – Authority to Administer (Short-Term). The details on the Form must be the same as those on the label on the medication, and the person completing the Form must print and sign their name on the Form. Details to be provided on the Form include:
 - child’s name
 - name of the medication to be administered;
 - time and date the medication was last administered
 - time and date, or the circumstances under which, the medication should be next administered
 - dosage to be administered
 - manner in which the medication is to be administered.
- Educators administer medication according to the “Five Rights” (i.e. right patient, right time, right medication, right dose, right manner). Before medication is given to a child, an educator, other than the one administering the medication, verifies the accuracy of each of these Five Rights. After giving the medication, the educator who administered the medication enters the following details on the Authorisation to Administer Medication Form – date, time, medication administered, dosage, the manner in which the medication was administered, name of the educator who administered it and the name of the educator who verified. The Form is then signed by both educators.
- Whenever medication is administered, educators continuously monitor the well-being of the child concerned.
- Educators wash their hands immediately before and after administering medications, and wear gloves when applying creams.
- Parents are to hand medications directly to an educator. Medication of any kind is never to be left in a child’s lunchbox or bag.
- Medication is stored securely away from children, and according to the instructions on the label. Medication that does need to be refrigerated is stored in a cupboard inaccessible to children. Medication that needs refrigeration is stored in the refrigerator in a locked container. Asthma medication and EpiPens are stored in a location accessible to educators but inaccessible to children.

- Medication may be administered to a child without authorisation in the case of anaphylaxis or asthma emergency. When medication has been administered, the Nominated Supervisor ensures that the child's parent(s), and emergency services, are notified as soon as practicable. If the child is under a Medical Management Plan, the parent will also be advised to consult their doctor with a view to updating that Plan.
- Educators are not asked to provide special care or medical procedures for which they are not trained.
- If a child develops a temperature of 37 degrees Celsius or above while at the Centre, the Parent/Authorised Emergency Contact is contacted for the child to be collected. The Parent/Authorised Emergency Contact is to sign the Incident, Injury, Trauma and Illness Record when the child is collected.
- An over-the-counter, naturopathic or herbal preparation requires a letter from a registered medical practitioner before it can be administered.

Responsibilities of parents

- To keep the Centre informed of any changes to their child's medical condition.
 - To ensure the Medical Management Plan is reviewed as needed, and to inform the Nominated Supervisor of any change in their child's medical condition and/or in the Plan in the interim.
 - To ensure that sufficient medication for their child's specific health care need, allergy or relevant medical condition is at the Centre whenever the child is in attendance.
 - To complete the appropriate Authorisation to Administer Medication Form.
 - To ensure any medication brought to the Centre has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date.
 - To hand medications directly to an educator. Medication of any kind is never to be left in a child's bag, or with any person other than an educator or the Nominated Supervisor.
 - To collect their unwell child promptly when called to do so, and to sign the required forms at that time.
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