



**Sturt Street**  
**Children's Centre**  
for Early Childhood  
Development and Parenting



# **Medication and Medical Conditions Policy and procedure**

## **Policy Statement**

The Centre aims to provide a safe environment for all enrolled children and ensure that the high risk practise of administering medications to children is carefully monitored to reduce any risk to the health and well-being of the child. Sturt Street Children's Centre recognises the trust and responsibility placed on educators by families, in keeping children safe, secure and well protected. This policy and procedure outlines Sturt Street Children's Centre required standards for the administration of medication to children in care; and describes how we will manage medical conditions such as Asthma and Anaphylaxis.

The Centre will ensure permanently employed educators are trained in the administration of medications and first aid, to ensure they know how to manage adverse reactions, but will never diagnose or decide on a dose of medication. Children with medical needs will only be accepted into the service after educators have had appropriate training and feel confident in the process for administering any required medication. When administering medication it is imperative that procedures are followed and recorded accurately. Our educators can only act on the advice of medical practitioners in relation to administering any form of medication to children. This policy will be provided to parents as part of the Centres orientation pack.

Parents will be required to provide appropriate documentation i.e. Health Care Plan and risk minimisation plan on enrolment or when the child is diagnosed, from a medical practitioner to enable educators to provide any medication (provided by the family) and meet children's individual health care needs. If a current Health Care Plan (within 12mths) or medication is not at the Centre on the day the child is enrolled, the child will be excluded until the Health Care Plan and medication is brought to the Centre.

Whenever possible, medication should be administered at home. Parents should consider whether their child who requires medication is well enough to be at the Centre and are urged to keep children at home if unwell. If children are receiving medication at home but not at the Centre, they should advise the centre of its purpose and any possible side effects for the child.

## **Aim**

- To provide guidelines for the administration of medications i.e. Ventolin and EpiPens
- To ensure safe handling and storage of medications
- To ensure proper records are kept
- To promote safe and well-informed practices among educators and parents

## **Procedure**

- A permanently employed, qualified educator is responsible (in conjunction with the primary carer) for the administration of medication to children. Before giving medication to a child, the educator will verify the correct dosage and child with another educator. After giving the medication the educator will complete the following details on the medication sheet. This must include date, time, dosage, medication given, person who administered, person who verified, and signed by both educators.



- Medication must never be put into a baby's bottle or drinking cup.
- Where medication requires administration other than via an oral route or external application, only those educators who have current first aid certificate and have received specific instruction from a health care professional, will administer the medication.
- Medications will not be administered without authorisation from the parent/guardian, except in the event of an emergency, verbal consent can be obtained from a parent/guardian, or from a registered medical practitioner or medical emergency services if a parent/guardian cannot be contacted.
- Educators will not apply ointments, creams or applications to children whose parents have not provided written consent i.e. sun block
- In the case of an anaphylaxis or asthma emergency, medication may be administered without authorisation, although parent/guardian and emergency services will be notified as soon as possible.
- Medications are stored in facilities inaccessible to children and at the recommended temperature for the type of medication:
  - a child-proof cabinet, in each section of the Centre
  - a child-proof container for medications kept in the refrigerator.
- Medication must be administered:
  - from its original container before the expiry or use by date.
  - in accordance with any instructions attached to the medication or provided by a registered practitioner.
  - for prescribed medications, from a container that bears the original label with the name of the child to whom it is prescribed
  - with a second person checking the dosage of the medication and witnessing its administration
  - details of the administration must be recorded on the medication sheet
- The Centre will not administer the first dose of a medication, or be responsible for a child that has just had a first dose of medication.
- Parents are asked to keep children home for the first 24 hours of antibiotics.
- A medication authority form\* must be completed by a doctor, dentist, ophthalmologist, nurse, or pharmacist for all medications (including prescribed nappy creams) - forms are available at the Centre or on the Centres web site under Health and Safety
- Staff must be informed of the medication required (medication must not be left in children's bags) and written permission for staff to administer the medication must be given by parents by completing the details on the medication sheet\* each day. Please inform a staff member if your child has medication when you have filled out the medication sheet.
- If possible parents are to ask the doctor for twice daily medications to reduce the amount of medications given at the Centre.
- 'As needed' is not sufficient direction for staff members on the medication sheet\* or the doctor's medication authority form\* - they need to know exactly when medication is required, and the dosage
- The staff cannot administer any non prescribed drugs, including over-the-counter medications e.g. paracetamol, Nurofen, teething gel etc.
- Non prescribed external cream (e.g. nappy rash cream) will not be applied for more than 24 hours without a medication authority form. The child's name must be clearly printed on any non prescribed medication to ensure the correct medicine is given to the correct child.



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- The educator will only administer paracetamol when prescribed by a doctor.
- Educators must follow the missed medication procedure (below) if a dose of medication is not given at the correct time. For antibiotics only - these must be given within one hour of the prescribed time before the missed medication procedure must be followed.
- In the case of a child who has ongoing health issues, for example asthma or anaphylaxis, a health care and/or medication plan will be required from the child's medical practitioner which states the procedure or treatment staff should follow and any medication dosage information. These plans will need to be updated every 12 months.
- Medication should only be sent to child care/preschool if absolutely necessary.
- In the case of a child's health deteriorating or a child's temperature reaching or exceeding 38 degrees, the Centre will follow the Care of Unwell Children policy. While staff await 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 (avoiding fans or draughts) and give them frequent sips of clear fluid. Paracetamol will not be administered.
- It is imperative that the Centre be kept informed of any medical conditions that a child has, changes, develops, ceases or if they have been given medication before coming to the Centre.

#### **Missed medication procedure**

In the event that a child is not given their medication, the educator responsible for giving medication must:

- ring Poisons Information Line, and ask for advice for plan of action.
- follow recommendations given by Poisons Information Line.
- fill out incident report, inform team leader and director, and give a copy to the child's parent.

#### **Children with special health needs**

- On enrolment, families will be required to provide details about their child's medical needs i.e. medication authority and/or health care plan. These plans will detail the child's special health support needs including administration of medication and other actions required to manage the child's condition. The Centre will assess whether educators are appropriately trained to manage the special health needs and/or seek training prior to the child starting at the Centre.
- The Centre will develop a risk minimisation plan in consultation with the family. This plan will assess the risks relating to the child's specific health care needs, allergy or medication condition; any requirements for safe handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring educators can identify the child, their medication and health care plan which stipulates the procedure in case of an emergency.
- Health care plans will be reviewed annually (at a minimum) by a health care professional. Whilst the Centre will regularly assess the ability to continue to cater and manage the child's medical condition. If the needs of the child changes, a new health plan will be required, allowing the Centre to reassess its ability to care for the child.
- If an enrolled child with special health needs presents at the Centre without their medication, they will not be accepted until their prescribed medication is available.



- Children who suffer from food intolerances will be required to fill out a modified diet form which details the foods the child must avoid.

### **Asthma reliever medications**

- Asthma medications will be stored out of reach of children, in an easily accessible location. The Centre has asthma medication (Ventolin) in case of an emergency situation where a child does not have their own reliever medication with them. Educators are trained to provide emergency asthma management and medication.

### **Anaphylaxis**

- When children are enrolled at the Centre with a severe allergy, a communication plan will be developed to inform all relevant educators of: the child's name and section; the child's risk minimisation plan; where the child's health care plan is located; where the child's adrenaline auto injector i.e. EpiPen is located; and which educator/s will be responsible for administering the adrenaline auto injector.
- The Centre will advise families through the posting of a notice in accordance with the Education and Care Services National Regulations, which states that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the education and care centre. Depending on the child's allergens, families will also be advised of allergens to avoid bringing to the Centre.
- It is a requirement that a child with anaphylaxis has a Health Care plan developed by a health care professional; a communication plan/strategy and a risk minimisation plan developed in conjunction with the centres educators.

### **Asthma or Anaphylaxis Emergencies**

- In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without written parent authorisation. If medication is administered the parent/guardian of the child will be contacted as soon as possible. An ambulance will always be called.
- For anaphylaxis emergencies educators will follow the actions from the child's health care plan. If the child does not have an adrenaline auto injector and appears to be having a reaction, the educator will only administer the Centres adrenaline auto injector for general use (not another child's).
- For a child not known for asthma but appears to be in severe respiratory distress, educators will implement the Asthma First Aid Plan.
- In all emergency situations, the parent will always be contacted at the earliest opportunity.

### **Source**

*Staying Healthy - preventing infectious diseases in early childhood education and care services* 5<sup>th</sup> Edition N  
Education and Early Childhood Services (Registration and Standards) Act 2011  
WHS Act 2011  
PSC National Alliance

### **Related Documents**

Policy: Care and exclusion of unwell children  
Policy: Immunisation  
Medication sheet  
Medication Authority



Communication plan  
 Modified diet  
 Asthma Risk Minimisation Plan  
 Asthma care plan for education and care services  
 Anaphylaxis Risk Minimisation Plan  
 Anaphylaxis (severe allergy) care plan  
 Action Plan for Anaphylaxis

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