

Administration of medication procedure

Rationale: Administering medication should be considered a high-risk practice. Families place a high level of trust and responsibility on staff/carers when they are administering medication to children. Authority must be obtained from a parent or legal guardian before staff/carers administer any medication (prescribed or non-prescribed).

Scope: In this procedure 'medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) that are administered in an education and care service.

'Medication' in this context doesn't include sunscreen, nappy rash cream, moisturising lip balm, lubricating eye drops or moisturiser (emollient) where they are unmedicated. It doesn't include Creon® or items included in a hypo kit. Where staff are unsure if the product contains medication, they reserve the right to contact the local pharmacy or the Medicines Information Service at the Women's and Children's Hospital (8161 7555) for advice.

Principles:

Safe principles and practices to administer medication:

- Hygiene practices
- An acute attention to detail
- The maintenance of accurate records
- Up to date professional development knowledge of administering techniques
- First aid qualifications
- Licensing and/or legislative requirements
- Recommended advice and practices from a medical source
- Open communication between staff/carers, families and children: and the accountability of staff when administering medication.

The basic principles of medication administration will always be adhered to in the service. The five principles are;

Ensure we have the Correct:

- Child
- Medication
- Dose
- Method
- Date and time; and expiry date of the medication

Administration of medication:

Medication can only be administered when a medication agreement has been completed and signed by the child's parent or legal guardian. A medical health professional must complete the agreement section for all controlled drugs (including morphine, dexamphetamine and codeine), where oxygen or insulin is required to be administered, or where pain relievers (paracetamol or ibuprofen) are required to be administered regularly or for more than 72 hours.

Medication agreements will be stored in the locked medication filing cabinet with the child's medication (unless it has to be refrigerated), and all staff/relief staff will be made aware of the location.

Staff will also note any medication administered in the medication log, and appropriate reminders set.

Before administering medication to a child, the educator will take 'reasonable precautions' to minimise risks.

This includes making sure:

- the child or young person is presenting for their medication administration
- the medication is administered as directed in the medication agreement
- all medication rights are met (using medication rights checklist).

At Torrensville Preschool, medication is administered to a child by a staff member only. The service will ensure that staff are witnessed by another person when administering medication to children.

During excursions, staff will ensure that children with special medication needs are planned for and that medication records are kept.

It is understood by staff, children and families that there is a shared responsibility between the service and other stakeholders that the medication policy and procedures are accepted as a high priority.

In meeting the Preschool's duty of care, it is a requirement under the workplace health and safety act that staff implement and endorse the service's medication procedures.

The Preschool reserves the right to contact a health care professional if staff are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.

References:

[Medication management in education and care services](#)

[Health support planning for children and students in education and care settings](#)

[Health care plans for individual care – information for health professionals \(education.sa.gov.au\)](#)

[Managing student medical conditions](#)

[Safety checklist - complex needs \(edi.sa.edu.au\)](#)