

Medication procedure

At Torrensville Preschool Centre, we have a duty of care to ensure that all staff and children are provided with a high level of protection during the hours of the service's operation. Our Preschool's medication policy reflects the following 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 be adhered to at all times in the service.


The five principles are;

Correct:

- Child
- Medication
- Dose
- Method
- Date and time; and expiry of the 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. Staff will also note any medication to be administered in the medication log, and appropriate reminders to be set. 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. 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 policy and 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.

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).

Reviewed by: Governing council chairperson: 

Director:  Date: 7-6-21