



Administration of Medication Procedure

Policy

The Administration of Medication Procedure falls under the Medical Conditions Policy. Hawthorn Early Years will provide a safe, inclusive and supportive environment for children with medical conditions. This will be achieved through the development and use of individual medical management plans supported by clear and comprehensive procedures.

Application of Procedure

This procedure applies to the Approved Provider, the Board of Hawthorn Early Years all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Hawthorn Early Years is committed to:

Ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

Hawthorn Early Years will:

Communication and Information

Ensure that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child.

Inform parents that medication is only to be administered by the Service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parent/guardian to make decisions about the administration of medication.

Inform parents/guardians that non-prescribed medication will only be administered if it is accompanied by a Doctor's letter outlining the following details:

- date
- child's name
- name of the medication
- reason for administration
- dosage to be given
- duration of administration.



Ensure that all educators are familiar with the procedures for the administration of both prescribed and non-prescribed medication.

Medication Management

Provide both Daily and Long Term Medication Forms for recording the administration of medication to children at the Service (refer to Definitions section below for further information).

Ensure that each classroom completes a Medical Conditions Checklists at the beginning of each month to ensure that children who require medication for an ongoing medical condition have available an up to date medical management plan, risk minimisation plan and any required medication which is within its use by date.

Administer medication to children in line with their Medical Management Action Plan in an emergency situation.

Maintain a First Aid Kit including Asthma and Anaphylaxis Medication which may be administered to a child without authorisation, in an emergency situation, where a child displays symptoms consistent with these conditions and does not have a Medical Management Action Plan. If medication is administered under these circumstances the parent of the child and emergency services will be notified as soon as practicable.

Ensure that Medication Forms are kept and stored securely until the end of 3 years after the last date on which the child was educated and cared for by the Service.

All employees, volunteers and students will:

Administration of Medication

Communicate with parents/guardians about the procedures outlined in this document, and the parent/guardian responsibilities when requesting medication be administered to their child.

Ensure the following details have been completed on the relevant Medication Form by the parent/guardian/authorised person and this is checked for completeness and legibility prior to them leaving the Service:

- The name of the child.
- The authorisation to administer medication signed by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication.
- The name of the medication to be administered.
- The time and date the medication was last administered.
- The time and date or the circumstances under which the medication should be next administered.
- The dosage of the medication to be administered.



- The manner in which the medication is to be administered.
- Expiry date of the medication

Not administer medication without the authorisation of a parent (or person with authority) except in the case of a medical emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be accepted.

Ensure that two employees are present when verbal authorisation to administer medication is received, and that the details are immediately documented on the Medication Form. The authorised person will then be asked to sign the Medication Form as soon as practicable.

Document situations in which an authorised person has provided verbal authorisation to administer medication in an emergency situation but has then refused to confirm the authorisation in writing. These notes are to be kept with the child's enrolment record.

Ensure that a Medication Form is completed whenever a parent/authorised person requests HEY to administer medication to a child understanding that Medical Management Actions Plans are for use in emergency situations only, e.g. If a child with diagnosed asthma needs to have their Ventolin administered during the day as a preventative when they have a cold then a Medication Form must be completed outlining the specific circumstances in which the medication is to be administered.

Discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child.

Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required.

Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and/or the prescription label on the medication.

Follow hand-washing procedures before and after administering medication.

Ensure that two educators administer and witness the administration of medications at all times. One of these educators must have an approved First Aid qualification in accordance with current legislation and regulations. Both educators are responsible for:

- Checking the Medication Form,
- Checking the prescription label and the amount of medication being administered
- Checking the use-by date
- Signing and dating the medication form
- Returning the medication back to a secure place out of children's reach.

Ensure that any medication that is accidentally dropped and contaminated is not administered to a child or returned to the original container, and that parents/guardians are informed if an incident of this nature occurs.



Inform parents/guardians as soon as practicable if an incident occurs in which the child was administered the incorrect medication, incorrect dose of medication or if the medication was administered at the incorrect time.

Inform parents/guardians if medication was not administered and document the reason for this on the relevant Medication Form.

Administration of Paracetamol

Safeguard against the disproportionate use of Paracetamol, and minimise the risk of concealing the fundamental reasons for Fevers by only administering Paracetamol if it is accompanied by a Doctor's letter stating the reason, the dosage and duration it is to be administered for.

Notify parents/guardians immediately if a child presents with a Fever whilst at the Service and ask them to organise collection of the child as soon as possible.

Encourage families to visit a doctor to find the cause of the temperature.

While waiting for the child to be collected, educators will:

- Dress the child in appropriate clothing so that they are not too hot or too cold.
- Offer fluids to the child
- Encourage the child to rest
- Provide a slightly warm, damp cloth for the child's forehead and back of the neck
- Monitor the child for any additional symptoms and complete an Illness Form
- Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

Storage of Medication

Ensure that medication is not accessible to children and is stored in a clearly labelled container in the overhead kitchenette cupboards. Signs will be placed on the outside of the cupboard to ensure medications are kept in the same place and accessible by all educators.

Ensure that medication that requires refrigeration is stored in a clearly labelled container in the top right hand corner of the refrigerator, consistent with the Service's Food Safety Plan.

Ensure that any lotions or creams needed during nappy changes are kept in a clearly labelled container on the shelves above the nappy change area, away from children.

Ensure that medication stored in individually labelled cooler bags are located in a position that is visible and accessible by adults but can't be reached by children.

Check expiry dates for all medication, cream or lotion kept on the premises in unification with the monthly Medical Conditions Checklists.



Notify the family if a child's individual medication is due to expire or running low so that replacement items can be obtained.

Parents/guardians will:

Communication and Information

Ensure that their child's enrolment details are up to date, and providing current details of persons who have lawful authority to request or permit the administration of medication.

Inform the Service if any medication has been administered to the child before bringing them to the Service, and if the administration of that medication is relevant to or may affect the care provided to the child at the Service.

Keep children away from the Service for 24 hours from commencing antibiotics to ensure they have no side effects of the medication.

Provide a current Medical Management Plan when their child requires on-going treatment of a medical condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency.

Understand that Medical Management Plans are for use in emergency situations only. A Daily or Long Term Medication Form must be completed if medication is to be administered for any other reason outside of a medical emergency.

Clearly label non-prescription medications and over-the-counter products (for example sun block and nappy cream) with the child's first and last name. The product must also be in its original container so that the instructions and use-by dates are visible.

Medication Management

Ensure that a Medication Form is completed in full and that any request to administer medication complies fully with this procedure.

Ensure that prescribed medications to be administered at the Service are provided in their original container with the prescription label intact, bearing the child's first and last name, dosage, instructions, together with measuring spoon/syringe and are within their expiry date.

Physically hand the medication to a member of the teaching team and inform them of the appropriate storage and administration instructions for the medication provided.

Ensure that no medication or over-the-counter products are left in their child's bag or locker.

See also:



1. Medical Conditions Policy
2. Medical Conditions Procedure
3. Diabetes Procedure
4. Epilepsy Procedure
5. Anaphylaxis Procedure
6. Asthma Procedure
7. Dealing with Infectious Diseases Procedure

Definitions

Approved First Aid Qualification training: First aid qualifications that meet the requirements of Regulation 136(1) and have been approved by the National Authority.

Fever: A fever is when a child's temperature rises above 38°C. Fever is a normal response to many illnesses, the most common being an infection in the body. Fever itself is usually not harmful – in fact, it helps the body's immune system fight off infection. While fevers can be concerning for parents, doctors will usually be more concerned about what is causing the fever, and not what the child's temperature is.

It is more important to monitor any symptoms of the underlying illness, rather than the fever itself. Lowering a child's fever will not help treat the underlying illness more quickly. The only advantage of lowering a fever is improving a child's comfort. If a child seems well and is happy, there is no need to treat a fever. (Royal Children's Hospital Melbourne)

Medical condition: An ongoing medical condition that has been diagnosed by a registered medical practitioner.

Medical Management Plan (or Action Plan): A document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child. Medications listed in a child's Action Plan may be administered without further authorisation in an emergency situation.

Medication (prescribed): Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is:

- Authorised by a health care professional
- Dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

Medication (non-prescribed): Over-the-counter medication, including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath. Typical non-prescribed medications in children's services are Paracetamol (also known as Panadol, Tempa, Dymadon and Tylenol) and Claratyne (hay fever and allergy relief).



Medication Form: Contains details for each child to whom medication is to be administered by the Service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). Two types of forms are available for use depending on the length of time medication will be required.

- 1. Daily Medication Form:** A medication form to be completed by parents or authorised persons to allow educators at HEY to administer medication to children on a particular day only.
- 2. Long Term Medication Form:** A medication form to be completed by parents or authorised persons to allow educators at HEY to administer medications to children for a period of up to three months. These forms are typically used for nappy cream, lotions or medication required on a regular basis in line with a Medical Management Action Plan.