



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

MEDICATION ADMINISTRATION

Date Approved: 27/2/13

Statutory Legislation & Considerations

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard (3) ACECQA (2011)
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
- Children (Education and Care Services) Supplementary Provisions Act 2011

Sources

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- Staying Healthy in Child Care - Fifth Edition
- NSW Department of Health - www.health.nsw.gov.au
- National Health and Medical Research Council - www.nhmrc.gov.au
- Links to Education and Care Services National Regulations 2011: 90, 92-96, 160, 177, 181-184
- Links to National Quality Standards/Elements: 2.1, 2.1.1, 2.1.4, 2.3.3, 2.3.4, 7.3.1

INTRODUCTION

In supporting the health and wellbeing of children the use of medications may be required by children at Jumbunna services. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

ACTIONS - What we are going to do

Families requesting the administration of medication will be required to follow the guidelines developed by Jumbunna to ensure the safety of children and staff. Jumbunna will follow legislative guidelines and standards in order to ensure the health of children, families and staff at all times.

PROCEDURES – How it will be done:

The Nominated Supervisor will:

- Ensure that a medication record is developed for each child requiring medication at Jumbunna services. The medication record must detail the name of the child and have authorisation to administer medication signed by the parent or person named on the enrolment form as authorised consent to the administration of medication.
- Ensure that medication is not administered to a child being at Jumbunna unless:
 - a) the administration is authorised;
 - b) administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written form from the medical practitioner);
 - c) from the original container;

- d) with the original label clearly showing the name of the child;
- e) and before the expiry/use by date.
- f) Ensure that written and verbal notification are given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- g) Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical.
- h) Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- i) Take reasonable steps to ensure that medication records are maintained accurately.
- j) Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time. Refer *Record Keeping Policy*.
- k) Ensure that staff receive information and training about the medical and medication policies and procedures during their induction.
- l) Request written consent from families on the enrolment form to administer the *Emergency Asthma Kit* if required. Families will be reminded that every attempt to contact them for verbal permission will be made by Jumbunna prior to administering asthma medications. Refer to *Medical Conditions Policy* for further details.
- m) Inform families of Jumbunna's medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and staff.

Staff will (with support from the Nominated Supervisor):

- NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure that medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container in a locked cupboard.
- Ensure that two staff administers medications at all times. One of these staff must have approved First Aid qualifications in accordance with current legislation and regulations. Both staff are responsible to check the *Medication Form*, the prescription label and the amount of medication being administered. Both staff must sign, date and note the time on the Medication Form. Medications will be returned to the locked medication container after use.
- Follow hand washing procedures before and after administering medication.
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the *Public Health Unit* before administering medication.
- Ensure that the instructions on the *Medication Form* are consistent with the doctor's instructions and the prescription label.
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the *Incident, Injury, Trauma and Illness Record* documents any emergency medication given. (Refer to policy.)

Families will:

- Notify staff, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Complete a medication record form and/or Individual Health Support Plan as applicable for children requiring medication while they are at Jumbunna. Documents for long term medication use will be developed with the family and the medical practitioner completing and signing the plan. Plans must be updated as the child's medication needs change.
- Be requested to sign consent to use first aid items (list of items in the first aid kit provided at enrolment) should first aid treatment be required.
- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Keep children away from Jumbunna services while any **symptoms of an illness remain and for 24 hours from commencing antibiotics** to ensure they have no side effects to the medication.
- Need to be aware that if their child has high complex medical needs, a risk assessment will be carried out to ascertain if Jumbunna can meet the child's needs.

Consideration will be given as to the ability centre staff to respond to the child's needs and the availability and willingness of staff members to be trained in the correct implementation of the necessary procedures.

If the decision is that Jumbunna **cannot** meet the child's needs, the General Manager will inform the parent/carer of the decision, endeavouring to provide alternative support agencies or organisations.

- NOT leave any medication in children's bags.
- Give any medication for their children to staff who will provide the family with *Medication Form*. The family will complete the *Medication Form* and the staff will sign to acknowledge the receipt of the medication. No medications will be administered without written consent from the parent or authorised person.
- Provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol or cold medications) with a letter from the doctor detailing the child's name, dosage and the expiry date for the medication. (See guidelines regarding paracetamol below)

Guidelines for administration of paracetamol

Families must provide their own paracetamol for use as directed by a medical practitioner. Paracetamol will be kept in the locked medication container for emergency purposes should authorised persons not be contactable to collect the child.

To safeguard against the overuse of paracetamol, and minimise the risk of masking the underlying reasons for high temperatures, staff will only administer paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.

If a child presents with a fever at Jumbunna, the family will be notified immediately and asked to organise collection of the child as soon as possible.

The family will be encouraged to visit a doctor to find the cause of the temperature.

While waiting for the child to be collected, staff will implement the following procedures to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down
- Offer water to the child

- Encourage the child to rest
- Provide a cool, damp cloth for the child's forehead
- Monitor the child for any additional symptoms
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

Medications kept at Jumbunna services

Any medication, cream or lotion kept on Jumbunna's premises will be checked every six months for expiry dates in conjunction with the *First Aid Checklist*. A list of first aid kit contents close to expiry or running low, will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.

If a child's individual medication is due to expire or running low, the family will be notified by staff that replacement items are required.

NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE.

EVALUATION

The administration of medications is practiced in accordance with regulatory guidelines. Open communication between staff and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs.

This policy is discussed at staff meetings at least annually with a copy in each Staff Handbook. Regular reminders of policy content are placed in the weekly Staff Newsletter. Parents are reminded of their responsibilities through the Parent Information Booklet and regular newsletters.

The Approved Provider delegates to the Nominated Supervisor that all policies and procedures meet the regulations and are followed.

The Approved Provider ensures this by communication with the Nominated Supervisor by informal and formal avenues (e.g. verbal discussion, Committee Meetings, and viewing required paperwork).

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Medical Administration	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		