



2.05 ADMINISTERING MEDICATION

Purpose Statement

To ensure medications (including prescription, over-the-counter and homeopathic medications) are administered to Windermere Early Childhood and Care child(ren) safely and reliably with the parent/guardian's consent and in accordance with recommended doses.

Scope

This policy applies to all salaried staff (including casuals), educators and contractors.

Definitions

ECECS – Early Childhood Education and Care Services

Policy Statement

WINDERMERE EARLY CHILDHOOD EDUCATION AND CARE SERVICES WILL ENSURE THAT ALL SALARIED FULLTIME AND PART TIME STAFF, FAMILY DAY CARE EDUCATORS, CENTRE BASED STAFF AND FAMILIES ADHERE TO THIS PROCEDURE.

Procedures

Permission for Administering Medication

1. Written permission must be granted for the administering of medication (including prescription, over-the-counter and homeopathic medications). Medication will only be administered where the first dose has been given and no side effects are evident. Permission for administering medication involves:
 - a. Completion of a 'Medication Record' form signed by the parent/guardian (see *Medication Administration Record* attached to procedure).
 - b. Verbal permission by a parent/guardian, where a child becomes ill after being dropped off. The medication record is to be completed by the parent/guardian when the child is picked up. Consent for this is sought at enrolment.

NOTE: In such cases where parent/guardian cannot be reasonably contacted, verbal permission may be sought from an emergency contact (as nominated during the enrolment process). In a medical emergency situation, procedures outlined in our emergency management policies will be followed.
 - c. Provision of a signed Management Plan for conditions such as asthma, anaphylaxis, diabetes and epilepsy, where there is a known risk of a possible emergency situation. Management plans must be provided by the parent/guardian.
 - d. Completion of a 'Medication Record' form signed by the parent/guardian where Family Day Care and Centre Based educators are requested to administer non-prescription and over



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the counter medications such as cough suppressants, creams, teething gels, homoeopathic and naturopathic medications.

- e. Labelling of all prescribed and non-prescribed medications, including homoeopathic and naturopathic medicines. Instructions for use (provided by a practitioner) are also required.

NOTE: Non-medicated nappy rash or barrier creams are excluded from this rule.

Administering of Medications

1. When administering medications, the following rules apply:

- a. Dosages and times listed on the labels of medicines will be adhered to except where a different written instruction has been provided by the child's doctor.
- b. ECECs staff must document details of all medication given on the child's Medication Record.
- c. Medication must be in the original container, bearing the original label.
- d. Medication must be prescribed for the child and must state on the label the medication name and strength, the date of prescription, child's name, dosage and times to be administered, as well as the expiry date of the preparation
- e. Children are to be supervised at all times when medication is being administered. No child is to have access to their medication for self-administration.
- f. **For Centre Based service** - a second person is required to check the dosage and witness the administration of medication.
- g. **For Homebased services** - a second person is not required to check the dosage and witness the administration of the medication.

Storing of Medications

- a. Medication is to be kept in its original container bearing the original label. All medication is to be clearly labelled with the name of the child and stored safely out of reach of children in a cupboard with limited access
- b. Medication must not be left in children's bags
- c. Medication that needs to be stored in the fridge should be out of reach and sight of children

Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011

Related Policies & Links

- *Managing Medical Conditions* procedure

Medication Administration Record

In the interest of Children's safety and well-being, the centre shall only administer medication if in its original container with the dispensing label attached listing the child as the prescribed person, strength of the drug, frequency of the dose and the prescribing doctor's name. This applies to all medication; regardless of whether they are non-prescribed i.e. cough medicine or paracetamol and prescribed i.e. antibiotics.

Please refer to Windermere's medication policy for further information, noting that an educator may not administer medication to a child for the first time.

Child's name: Date of Birth: / / Age:

To be completed by the parent / guardian

Date	Name of medication	Reason for medication	Expiry Date	Storage requirements	Last administered		To be administered		Dosage to be administered	Method of administration	Parent/Guardian/ Authorised persons name	Signature
					Date	Time	Date	Time				

Medication Administration Record

To be completed by the educator when medication is administered

Name of medication administered	Expiry Date	Dosage administered	Method of administration	Date	Time	Name of person administering (Staff/ Educator)	Signature of person administering	Name of Witness (if required)	Signature of witness (if required)	Parent/ Guardian/ Authorised persons name	Signature

Long Term Condition

Any child that is to be given medication by centre staff on a permanent basis must have their plan reviewed in centre every 12 months. Parents will inform staff immediately if their child's care plan has changed and provide the centre staff with a completed Authority to Administer Medication form with the changed details.

Name: (Parent/Guardian)

Signature: Date: / /