



Administration of Medication Policy

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Purpose

This policy will clearly define:

- Procedures to be followed when a child requires medication while attending Little Footsteps Occasional Childcare Centre.
- Responsibilities of staff, parents/guardians and committee to ensure the safe administration of medication at Little Footsteps Occasional Childcare Centre

Policy statement

Little Footsteps Occasional Childcare Centre is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff and other persons participating in the program
- Responding to the needs of a child who is ill or becomes ill while attending the service

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

Procedure

Medication will only be administered to children in our care if the following guidelines are met:

- It is part of your child's health support plan, and/or prescribed by a medical practitioner.
- Medication is supplied in the original container, with the child's name, dosage and frequency clearly labelled
- Medication sheet is correctly filled in and signed (please see staff for further information if required)
- Medication is stored correctly and is out of the reach of children (i.e. Given to staff and not left in children's bags)
- Staff are unable to administer the initial dose of any medication. Medication must be given three (3) times by a parent before it can be administered by an educator.
- Cold remedies and other off the shelf medication will not be administered by our staff (this excludes Bonjella, rash creams and asthma medication). If your child is displaying signs of illness, fever etc. we will contact you and ask that they are collected.
- We ask that if your child is displaying symptoms of illness that they are kept at home until they are well enough to return and are no longer contagious.
- Children must not return to care until they have been temp free for twenty four (24) hours.
- Bonjella may be applied of clearly labelled and a medication form is filled out.
- Rash creams (e.g. Sudocream) must be clearly labelled

The staff are responsible for:

- Ensuring 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
- Ensuring that parents/guardians are aware of the procedures outlined in this policy and their responsibilities when requesting medication be administered to their child
- Ensuring that the medication book is available for parents/guardians to record information in during operational hours
- Ensuring that all details have been completed in the medication book by parents/guardians/authorised person prior to administering medication

- Being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that their medical management plans are completed and attached to the child's enrolment form
- Ensuring that medication is inaccessible to children and in a childproof container (a childproof container is provided in the refrigerator for medications requiring refrigeration)
- Informing parents/guardians as soon as practicable if an incident occurs in which the child is administered the incorrect medication; administered the incorrect dose as prescribed in the medication book; staff forget to administer the medication; or the medication was administered at the wrong time. Consideration will also be given to notifying the child's doctor and/or DEECD
- Ensuring that any medication that is accidentally dropped is not administered to a child or returned to the original container and that the parents/guardians are informed of the incident
- Ensuring that parents/guardians take home all medication at the end of each session/day
- Paracetamol, cold remedies and other off the shelf medication will not be administered by our educators (this excludes Bonjella, rash creams and asthma medication) without a Dr's certificate and written instruction. If your child is displaying signs of illness, fever etc. we will contact you and ask that they are collected.
- Paracetamol will be supplied for emergencies use such as temps over thirty eight (38) degrees.

The parents/guardians are responsible for:

- Ensuring that any medication to be administered is recorded in the medication book provided at the service.
- Providing a current medical management plan when their child requires the long-term treatment of a condition that requires medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency
- Ensuring that medications to be administered at the service are provided in their original container, bearing the original label, child's name, instructions and the expiry date
- Physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided.
- Labelling non-prescription medications and over-the-counter products (for example sun block, nappy creams) clearly with the child's name. The instructions and use-by-dates to be visible.
- Ensuring that no medication or over-the-counter products are left in their child's bag or locker
- Taking home all medication at the end of each session/day
- Not administering paracetamol to their child before bringing them to the service as that may mask symptoms of a more serious illness developing and produce a rapid rise in body temperature when the effect of the paracetamol subsides
- Ensuring 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

