

## D-20 Medication

### NQS

QA. 2.1	Health.
QA. 2.2	Safety.
QA. 4.2.2	Professional standards.
QA. 6.1	Supportive relationships with families.
QA. 6.2.2	Access and participation.
QA.7.1.2	Management systems.

### National Regulations

Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 95	Procedure for administration of medication
Reg. 96	Self-administration of medication
Reg. 136	First aid qualifications
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider

### My Time, Our Place

LO. 1	Children have a strong sense of identity
	Children feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing

### Policy Statement

We aim to ensure the proper care and attention of all children through following specific guidelines regarding all medications administered to the children. To ensure the interests of educators, children and parents are not compromised; medication must be in its original packaging and will only be administered with the explicit permission of the parents or, in the case of an emergency, with the permission of a medical practitioner (Regulation 93).

### Related Policies

- Normanhurst West OSHC Policy A-4: Enrolment

- Normanhurst West OSHC Policy A-10: Acceptance and Refusal of Authorisations
- Normanhurst West OSHC Policy A-11: Maintenance of Records
- Normanhurst West OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst West OSHC Policy D-1: Dealing with Medical Conditions
- Normanhurst West OSHC Policy D-10: First Aid
- Normanhurst West OSHC Policy D-16: Asthma
- Normanhurst West OSHC Policy D-17: Anaphylaxis

## Procedure

As per Regulation 95, if medication is administered to a child being educated and cared for by a service, the medication must only be administered:

- if the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use by date; or
- from its original container, bearing the original label and instructions and before the expiry or use by date

Non-prescription medication will only be administered at the Centre from its original container bearing the original label and instructions for administration, and before its expiry date.

Medication will only be administered by First Aid Trained staff member during service operating hours.

Written authorisation from the parent, or authorised nominee with permission to consent to the administration of medication, must be sought prior to medication being able to be administered, or for a child to self-administer medication. Verbal approval of a medical practitioner, parent, or authorised nominee with permission to consent to the administration of medication may be accepted in the case of an emergency, as per Regulation 93 and 94.

Under Regulation 94, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the approved provider or Nominated Supervisor must ensure that both the parent of the child and emergency services are notified as soon as practicable.

Parents who require medication to be administered to their child at the Centre must complete the *Authorisation to Administer Medication Form* (see A-10 Acceptance and Refusal of Authorisations Policy) providing the following information:

- the name of the child
- the authorisation to administer medication (including, if applicable, self-administration), signed by a parent 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

The Nominated Supervisor or Responsible Person will ensure the details on the form are clear and clarify any questions they may have prior to accepting the authorisation.

Medication must be provided directly to the centre and not left in the child's bag. Exception will be given for asthma medication only, where this may be left with the child to bring to the service, with the permission of the parent. If the child is carrying their own asthma medication, this must be clearly marked, and **MUST** be carried in the child's pocket at all times. Upon arrival at the service, this asthma medication must be presented to a NWOOSH Educator, who will consult the Responsible Person on Duty to ensure this matches the asthma care plan and is in date. If the child does not have their asthma medication on them, or the asthma medication is not in date, the child will not be able to remain at the centre and will either be taken to the school office (in the case of an afternoon session), or will be sent back home with the parent (in the case of a morning session, or Vacation care / pupil free day).

Medication provided to the service will be clearly marked and stored out of reach of children. Medication that requires refrigeration, will be stored in a locked box in the fridge, all other medication provided to the service will be stored in the medication cupboard, an area easily accessible to Educator (not locked away) but inaccessible to children and away from any direct heat source. If anyone other than the parent is bringing the child to the Centre, written authorisation from the parent, or other authorised nominee able to authorise the administration of medication, including the above information, must accompany the medication.

### **Administration of Medication**

Before medication is given to a child, the Educator (holding a current First Aid Certificate) administering the medication will verify the details with another first aid trained staff member who will also witness the administration of the medication.

After the medication is given, or self-administered the first aid trained educator will record the details on the *Authorisation to Administer Medication Form*, including:

- the dosage that was administered
- the manner in which the medication was administered
- the time and date the medication was administered
- the name and signature of the person who administered the medication
- the name and signature of the person who verified and witnessed the administration of the medication

Where a medical practitioner's approval is given, an educator will complete the *Authorisation to Administer Medication Form* and write the name of the medical practitioner for the authorisation.

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Children (Education and Care Services National Law Application) Act 2010
- Work Health and Safety Act 2011
- Privacy Act 1988

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