

### Medication Policy

#### Policy statement

- Bute and District Kindergarten and Rural Care has a duty of care to ensure that all persons<sup>1</sup> are provided with a high level of protection during the hours of the service's operation.
- The service's Medication Policy reflects the following principles:
  - safe principles and practices to administer medication;
  - hygiene practices;
  - an acute attention to detail;
  - the maintenance of accurate records;
  - up to date professional development knowledge of administering techniques;
  - first aid qualifications;
  - licensing and legislative requirements;
  - recommended advice and practices from a medical source;
  - open communication between staff/carers, families and children; and
  - the accountability of staff when administering medication.
- The basic principles of medication administration will be adhered to at all times in the service. The five principles are the right:
  - child;
  - medication;
  - dose;
  - method;
  - date and time; and
  - expiry date of the medication.
  - Doctors authorisation
- Medication can only be administered when the service's Authorisation to Administer Medication has been completed and signed by the child's parent or legal guardian and Doctor.
- In this service, medication is administered to a child by a staff, or in some cases, with parental or guardian consent, medication can be self-administered by a school age child. When medication is being self-administered, children are supervised by staff.
- The service will endeavour to ensure that staff/carers are witnessed by another person when administering medication to children. When staff are working alone staff will use the five principles of medication administration prior to administering medication. Parents will be informed wherever possible that medication will be administered by a single staff member.
- It is understood by staff, children and families that there is a shared responsibility between the service and other stakeholders that the Medication Policy and procedures are accepted as a high priority.
- In meeting the service's duty of care, it is a requirement under the *Work Health & Safety Act* that management and staff implement and endorse the service's Medication Policy and procedures.

<sup>1</sup> For the purpose of this policy, 'persons' include children, families, staff, management, ancillary staff (administrative staff, cleaners, maintenance personnel), students, volunteers, visitors, local community, school community, licensee.

- The service reserves the right to contact a health care professional if staff/carers are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.

## Strategies and practices

---

### Definition of medication

- The term 'medication' can be defined either as prescribed or non-prescribed. For the purpose of this policy, 'prescribed' medication is:
  - authorised by a health care professional; and
  - dispensed by a pharmacist with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date.
 All medication that does not meet the criteria for prescribed medication, can be considered non-prescribed. This includes over-the-counter medication; medication dispensed by a naturopath/homeopath; or considered complementary or alternative such as vitamins and cultural herbs or remedies.
- Examples of prescribed medication include antibiotics; Ventolin for asthma; or Ritalin for Attention-Deficit Hyperactivity Disorder.
- Examples of non-prescribed medication include topical or antifungal creams for nappy rash or eczema; paracetamol; ibuprofen; antihistamine for an allergy; or teething gel.

### Handwashing and hygiene practices

Please refer to Staying Healthy in Childcare.

### Maintaining clean and hygienic environments

Please refer to Staying Healthy in Childcare.

### Assessing the need for administering medication

Please refer to:

- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4<sup>th</sup> Ed.). Canberra: Author.

### Authorising the administration of medication

No medication is to be administered without written consent from parent and a signed Medical Action Plan from the Doctor. All medication must be in its prescribed container or original packaging.

- All staff are to be familiar with the Authorisation to Administer Medication Form.
- The authorisation to Administer Medication Form includes:
  - Child's name who requires the medication;
  - Child's parent or guardian's name and signature;
  - Name of the medication;
  - Dose required;
  - Method of administration, for example oral, eye, ear, inhaled;
  - Special instructions, such as medication that needs to be administered an hour before a meal or before a child falls asleep
  - Time and date of administration;
  - Staff signature/s
  - Doctors signature

### Medical Action Plans

- On enrolment if a child has a diagnosed medical condition a Health Support Plan and an Individual First Aid Plan must in place
- Where a child has a diagnosed medical condition that may require medication such as diabetes, asthma or anaphylaxis parents will be asked to have their GP complete and sign a medical action plan to be stored at the centre on the inside of the kitchen pantry door.

An Alert is to be placed on the fridge. These plans are to be reviewed on a yearly basis or as needed.

- Medication such as asthma puffers and epi-pens are to be brought to the centre each time the child attends and collected at the end of a session.
- Please note: staff will not administer medication without a Medical Action Plan signed by the Doctor.

### **Storage and disposal of medication**

- At Bute and District Kindergarten and Rural Care medications will be stored according to directions in either a medication box on top of the fridge in the staff kitchen or in the refrigerator in the staff kitchen. Medications will be stored in a sealed container marked MEDICATION.
- In the event of medication needing to be disposed of by the centre, staff will take the medication to the closest pharmacy.
- In the event of an older child having self administered medication staff will take responsibility for the storage of the medication while the child is attending the centre. Parents are to collect the medication when collecting their child.

### **Administering medication to a child**

- Please refer to authorisation to administer medication section in this policy.
- Please note: staff will not administer medication without a Medical Action Plan signed by the Doctor.

### **Self-administration of medication**

- In the event of a child needing to self administer medication, the medication is to be collected from staff member and the child is to administer medication under staff supervision. Medication is then to be returned to staff member to store.
- Staff and child are then to fill out authorisation to administer medication form.

### **Documenting the administration of medication**

#### *Maintaining records*

- All completed authorisation to administer medication forms are to be stored in the *completed forms* section in Health & Safety Folders.
- At the end of each term forms will be archived.  
Please refer to the service's Privacy and Confidentiality Policy.

### **Monitoring after the administration of medication**

- All children will be monitored after administration of medication.
- In the case of an adverse reaction staff are to refer to emergency action plan displayed on pantry cupboard.

### **Communicating with staff/carers and families**

- Parents are to sight all completed authorisation to administer medication upon collection of their child.

### **Protective behaviours and practices**

#### *Staff, carers, students and volunteers as role models*

- Children learn through example and modelling is an important way to teach children behaviours and practices.
- Staff, students and volunteers must comply with the Medication Policy.

#### *Staff/Carer professional development opportunities*

- The centre will ensure all staff maintain current first aid qualifications.

## Excursions

- A first aid kit and any medications required by children will be taken on excursions with one staff member taking responsibility for the first aid kit.
- Staff will also carry a mobile phone and a list of children's emergency contacts.

## Policy review

---

- The service will review the Medication Policy and procedures, and related documents, including behaviours and practices every year.
- Families are encouraged to collaborate with the service to review the policy and procedures.
- Staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

## Links to other policies

---

- First aid
- Hygiene and infection control
- Occupational health and safety
- Privacy and confidentiality
- Supporting children's individual needs

## Sources and further reading

---

- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4<sup>th</sup> ed.). Canberra: Author.
- Poisons Information Centre Listing. (n.d.). Retrieved June 28, 2007, from <http://ausdi.hcn.net.au/poisons.html>
- Therapeutic Goods Administration. (2007). *Scheduling of medicines and poisons: National Drugs and Poisons Schedule Committee (NDPSC)*. Retrieved June 28, 2007, from <http://www.tga.gov.au/ndpsc/index.htm>

## Useful websites

---

- Anaphylaxis Australia - [www.allergyfacts.org.au/foodalerts.asp](http://www.allergyfacts.org.au/foodalerts.asp)
- Asthma Foundations Australia – [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- HealthInsite - [www.healthinsite.gov.au](http://www.healthinsite.gov.au)
- Immunise Australia Program – [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- National Health and Medical Research Council - [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- National Prescribing Service - [www.nps.org.au](http://www.nps.org.au)
- National Child Care Accreditation [www.ncac.gov.au](http://www.ncac.gov.au)
- Child and Youth Health [www.cyh.com](http://www.cyh.com)

**Policy created date** May 2008    **Last Reviewed** T1 2016    **Policy review date** T1 2017

**Issue No.** 9

## Signatures

.....  
Chairperson – Governing Council  
Lauren Krieg

.....  
Director – Bute & District Kindergarten  
Claire Ricketts