



The Hutchins School: Children's Services

CS-121: Medication Administration Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.1: Each child's health is promoted; Element 2.1.1: Each child's health needs are supported.
Commencement Date	1/1/2011
Last Review Date	30/9/2016

1. Purpose

The purpose of this policy is to inform practice related to the health of children in care at The Hutchins School by informing the procedures associated with medication administration.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

This policy exists primarily to ensure that adequate practices exist to facilitate and uphold the health and safety needs of children entrusted to the care of The Hutchins School's Children's Services. It has been designed to outline the Duty of Care requirements for staff, and to inform staff of the highest possible standard of practice in circumstances where medication administration is required.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarden The Hutchins School: Kindergarden (including Pre-Kinder)

5. Policy Information

The Hutchins School acknowledges the fact that a child who has been ill may still require the administration of medication, despite being able to return to care. For this reason, staff at the Service may need to administer or assist in the administration of some medication.

Staff will assist with the administration of medication if, and only if:

- The medication has been prescribed by a doctor, and has the original prescription label, which states the child's full name, the required dosage, and any storage instructions - **OR**



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- The medication is an over-the-counter medication which has been authorized (through a [CSF-100: Medication Administration Form](#)) by the parent; - AND
- The parent has completed and signed the [Medication Administration Request Form](#).

Children under the age of eight years may not administer or carry their own medication. For After School Care, parents will need to send to school with their child, the medication and a signed interim note, stating the medication, dosage, and time to be given. Parents must notify the child's teacher, so that the staff can be alerted to the situation, and may then collect the child's medication from the child's bag upon their arrival at the service. It is advised that parents also contact the service, or leave a message for staff on the Service's voicemail. Parents will then need to fill in the [Medication Administration Request Form](#) upon their arrival at the service at the end of the day.

For Holiday Care, both the medication and the completed [Medication Administration Request Form](#) must be provided to the centre upon arrival. Medication is not to be left in a child's bag under any circumstances, and will be stored in a safe and secure location at the service.

Self-Administered Medication

Children eight years and over may, on the advice of their parents and their doctor, self-administer medication. It is still a requirement, however, that the medication be kept in a safe and secure location, out of the reach of younger children. In this situation, a [Medication Administration Request Form](#) still needs to be completed by the parent, so that the staff are aware of when the child will be taking their medication, and what any possible side-effects may be. This will only be possible, however, if:

- the medication does not require secure storage;
- the medication does not require refrigeration; and
- the service director is completely satisfied that there is no risk of younger children having access to the medication.

Staff are not to prepare respirator or bronchodilator mixtures for use in nebulisers/air pumps. If it is necessary for the child to bring the pump with them to the centre, then the parent must supply an appropriately labelled container with the solution pre-mixed.

Unless otherwise impossible, the staff member administering the medication should have the dosage verified by another staff member before administration. Both staff members are then to sign in the appropriate place on the [Medication Administration Request form](#). When the parent arrives at the end of the day to collect their child, a staff member must show them the completed Staff Section of the form, and have the parent sign in the relevant space to verify that they have sighted the form, and are satisfied with the record of administration. Parents may be given a copy upon request.

In the case of a long-term medication condition, such as asthma or epilepsy, which require medication on an ongoing basis, the Service asks that parents provide a letter from their child's doctor, explaining the child's medical condition, any medication to be administered, the correct dosage, and how the condition is to be managed.



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For children who are receiving medication while at home, but not at the centre, the Hutchins School requires that parents advise them of their child's condition, the nature and purpose of the medication, and any side effects that it may have. For example, in the case of an insulin dependent diabetic, staff should be made aware of any signs that the medication taken at home is no longer effective, for whatever reason, and what action, if any, needs to be taken.

Staff Administered Medication

Staff are not permitted to administer injections, except in cases of anaphylaxis. There are available as an alternative, some fast-acting oral medications that can be of use to a child with chronic and/or life threatening illnesses. [The Hutchins School: Children's Services Enrolment Pack](#) has a medical section in which parents are to detail any medical condition their child may have, serious or otherwise. Here, parents can relate any action that staff may need to take in the event of a medical emergency.

This service discourages the dispensing of Paracetamol (e.g Panadol) except where a staff member with a First Aid Certificate is of the belief that it will help alleviate a child's pain. In such a situation:

- Only a staff member with a current approved First Aid Qualification¹ may dispense paracetamol;
- Staff will always attempt to make contact with the parent before administering paracetamol;
- A record will be kept by the staff member administering the paracetamol. This will be done by completing the 'staff' section of the [Medication Administration Request Form](#), detailing the name of the child, the reason for giving paracetamol, the time of administration, and the brand, quantity of, and frequency of paracetamol given; and
- The child's parent must be advised upon their arrival to pick up the child. They must also be shown the completed [Medication Administration Request Form](#), which they are to sign at the bottom to indicate that they have sighted the completed form, and are to be given a copy of this form should they request it.

Emergency Situations

The service acknowledges that there may arise times or situations where the emergency administration of medication may be a required. In such circumstances, educators and staff are required to gain the appropriate verbal authorisation to administer that medication. This authorisation may *not* be granted by the 'emergency contacts' listed on a child's enrolment pack, and may only be given by a parent or guardian. Any and all instances where medication is administered in an emergency situation with the verbal approval of a parent require that staff notify emergency services as soon as practicable.

There remains a single exception to this policy. In the event of asthma or anaphylaxis, staff have a legal exemption allowing for the administration of the relevant medication *without* seeking prior permission (though most children at risk of asthmatic or anaphylactic reactions will already have an Action Plan in place allowing administration). Should such an instance occur, educators are required to notify both the parents of the child, and the emergency services, as soon as practicable after the administration of medication.

¹ For specific approved qualifications, refer to the Education and Care Services National Regulations; Regulation 136, and/or the ACECQA web site, <http://www.acecqa.gov.au/Qualifications.aspx>



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In any and all instances where medication is administered with verbal approval from a parent or guardian, staff are required to complete the requisite [Medication Administration Request Form](#).

The Medication Administration Process

Where medication is to be administered by staff, educators are required to ensure that the identity of the child to whom medication is to be administered is first checked by a person *other* than the person administering that medication.

Where medication has been prescribed by a registered medical practitioner, staff are required to ensure the following *prior* to the administration of that medication:

- That the child to whom the medication is required (as per the [Medication Administration Request Form](#)) to be administered is in fact the child about to receive it;
- That the medication is administered from its original container, which bears the name of the child to whom the medication is to be administered; and
- That the expiry or use by date on the medication (if any) has not been exceeded; and
- That the medication is administered in accordance with any instructions attached to the medication (if any); and
- That the medication is administered in accordance with any verbal or written instructions provided by a registered medical practitioner.

Each of these elements is included on the [Medication Administration Request Form](#) itself, to ensure that staff follow the correct process at all times.

Where medication has *not* been prescribed by a registered medical practitioner, staff and educators are required to ensure that the medication is administered;

- In a manner consistent with any instructions attached to that medication; and
- In accordance with any verbal or written instructions provided by a registered medical practitioner.

6. Supporting Procedures / Guidelines

Individual Risk Management Plans for children with Medical Management Plans (parent-supplied)

[CS-133 Medical Conditions Policy](#)



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7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.1: Each child's health is promoted**
 - Element 2.1.1: *Each child's health needs are supported*
 - Element 2.1.3: *Effective hygiene practices are promoted and implemented*
 - Element 2.1.4: *Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.*

- **Standard 2.3: Each Child is Protected**
 - Element 2.3.2: *Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Quality Area 6: Collaborative partnerships with families and communities

- **Standard 6.2: Families are supported in their parenting role and their values and beliefs about child rearing are respected.**
 - Element 6.2.2: *Current information is available to families about community services and resources to support parenting and family wellbeing.*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 90: Medical Conditions Policy.

8. Referenced External Documentation

National Health and Medical Research Council. *The Australian Immunisation Handbook* (9th Edition). Canberra: 2005.



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National Health and Medical Research Council. *Staying Healthy in Child Care: Preventing Infectious Disease in Child Care (5th Edition)*. Canberra: 2012.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.

10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

Date	Changes made under review
26/09/2013	Significant changes made in order to ensure tighter compliance, as per the audit carried out by Michael Shorter and Associates. Details of these changes may be found in the centre's Action Plan, developed as a result of that audit. The majority of these changes are textual changes intended for clarification or to ensure explicit compliance. The section on "Emergency Situations" has been newly created as a result.
31/10/2013	Minor textual changes made for consistency, grammar and/or minor clarification.
13/02/2014	Further textual changes made for clarity. Reference added to Education and Care Services Regulation 136 in regards to approved First Aid Qualifications. Hyperlinks added to relevant documentation.
30/9/2016	No significant textual changes. Text spacing neatened.