**Administration of Authorised Medication Policy**

Linked to National Quality Framework and Standards – ACECQA 2017

***Quality area 2– Children’s health and safety***

2.1.2 Health practices and procedures

Effective illness and injury management and hygiene practices are promoted and implemented.

**2.2 Safety- Each child is protected**

2.2.2 Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practices and implemented.

***Quality Area 5—Relationships with children***

 5.1.2 Dignity and right of the child

The dignity and rights of every child are maintained

***Quality area 6– Collaborative partnerships with families and communities***

**6.1 Supportive relationships with families- Respectful relationships with families are developed and maintained and families are supported in their parenting role.**

6.1.2 Parent views are respected

The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child’s learning and wellbeing.

7.1.2 Management systems

Systems are in place to manage risk and enable the effective management and operations of a quality service

7.1.3 Roles and Responsibilities

Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service

Linked to Education and Care Services National regulations (2011) and Education and Early Childhood Services

(Registration and Standards) Law 2011

**Regulation 90, 91, 92, 93, 94, 95, 96, 161, 162,**

**Law 175**

**Policy statement**

Toybox CCCC and its educators can safely administer any medication as necessary to children with the written authorisation. It is important to follow strict procedures to promote the health and wellbeing of each child using the service.

**Related Policies**Emergency Service Contact Policy  
Enrolment Policy  
Food Nutrition and Beverage Policy  
HIV AIDS Policy  
Immunisation and Disease Prevention Policy  
Incident, Injury, Trauma and Illness Policy  
Medical Conditions Policy

**Implementation**

* The service will ensure that the Administration of Authorised Medication Record is completed for each child using the service who requires medication. A separate line on the record must be completed for each medication if more than one is required.
* Medication may only be administered by the service with written authority signed by the child’s parent or other responsible person named in the child’s enrolment record that is authorised to make decisions about the administration of medicine. Records are to be filled out by parents on arrival and signed by authorised person stating correct details and the child’s last administered dose.
* All medication that requires administration orally must be labelled. You can request over the counter medication to have a label attached by the Chemist. If it is prescribed by a medical practitioner it will have a label. (The label must have child’s name, D.O.B, dosage and practitioner name)
* Any topical cream or lotion that has medical properties (not nappy rash cream) needs to have a prescription on (refer to above labelling) this can include over the counter medicated creams.
* Panadol/paracetamol will not be administered at the centre. It is also advised that if children need medication before arrival they should be excluded until they are well.
* In the instance that the child’s registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
* Medication must be provided by the child’s parents including the following -
  + Original container. Medication will only be administered from the original container.
  + Original label that is clearly readable.
  + Used by date is current.
  + Child’s name clearly on the label.
  + Any instructions attached to the medication or related to the use of the medication.
  + Any verbal or written instructions provided by the child’s registered medical practitioner.
* Any person delivering a child to the service must not leave medications in the child’s bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.
* Medication will only be administered by a Qualified Educator and witnessed by another educator – both educators MUST check the details on the medication, name, dosage, expiry date of medication, storage details and any other instructions on the label. Once administered educators are to fill in and sign the medication forms and store the medicine appropriately. At the end of the day medication is to be sent home with the child and documents are to be filed.

**Emergency Administration of Medication**

* **For anaphylaxis or asthma emergencies, please see below.**
* In the event of an emergency, the service must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
* In the event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent of the child named in the child’s Enrolment Form who is authorised to consent to the administration of medication.
* If a parent of a child cannot be contacted, the service must attempt to receive verbal authorisation from an emergency contact of the child named in the child’s Enrolment Form who is authorised to consent to the administration of medication.
* If none of the child’s nominated contacts can be reasonably reached the service must contact a registered medical practitioner or an emergency service on 000.
* In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child’s Enrolment Form.

**Emergency Involving Anaphylaxis or Asthma**

* For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
* The service must contact the following as soon as practicably possible -
  + A parent of the child.
  + Emergency services.
  + The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.
* Where the child is known to have Asthma or an allergy, an action plan must be available and photo of said child attached. If the child requires Ventolin or EpiPen these must be supplied every time the child attends the service and must be checked for use by date and condition.
* The educators at Toybox CCCC are entirely trained in Asthma and Anaphylaxis.

**Sources**

**Education and Care Services National Regulations 2011**

**Education and Early Childhood Services**

**(Registration and Standards) Law 2011**

**National Quality Standards ACECQA**

**Review**

The policy will be reviewed annually.

The review will be conducted by:

* Management
* Employees
* Families
* Interested Parties

**Last reviewed June 2014**

**Reviewed June 2015**

**Reviewed Nov 2016**

**Updated October 2017**