4.6 Medication Administration

In the support of children and their health and medical needs, the administration of medication can be necessary for providing care. The service is committed to upholding a high standard of safety in managing the health and medical needs of children. In the interests of the health and wellbeing of the children and compliance with legislation, the service will only permit medication to be given to a child if it is in its original packaging with a pharmacy label attached.

To remove any doubt, no child can attend the service without access to required medication. If medication is required for a child’s care, the medication must be supplied by the parent for education and care to be provided by the service.

Where the Medication Administration policy is relevant to a child’s relevant health or medical need, it should read alongside policy 4.17 Children with Medical Conditions. Children requiring medication for an infectious disease, should have fulfilled the requirements of exclusion/isolation before returning to the service (see 4.2 Infectious Disease – Prevention and Response).

Self-administration of medication will be facilitated in working collaboratively with parents/caregivers. Self-administration of medication is only authorised with written authorisation from the parent/caregiver, where a child has the capacity to safety administer their medication.

The service will cater for children’s medical needs, which may occur as the result of either:

* Short-term requirement – such as medical needs like a temporary illness that the child will recover from in a short period (e.g. tonsillitis, chest infection, etc.)
* Long-term - typically more ongoing medical or health conditions requiring medication to treat or manage symptoms (e.g. asthma, diabetes, anaphylaxis, epilepsy, celiac disease).

Additionally, the service on occasions may need to administer medication because of an emergency. In these instances, requirements for authorisation are lessened. All employees will understand the requirements and procedures for administering medication in an emergency.

A copy of this policy is to be provided to the parent/caregiver where there is awareness that the child has a specific health care need, allergy or other relevant medical condition requiring medication (along with the Children with Medical Conditions policy).

The Approved Provider also recognises their duty to comply with *Education and Care Services National Regulations 90-96, 160-162 & 168 (2)(d).*

**Relevant Laws and other Provisions**

The laws and other provisions affecting this policy include:

* *Education and Care Services National Law Act, 2010 and Regulations 2011*
* *Work Health Safety Act 2011*
* *Health (Drugs and Poisons) Regulation 1996*
* *Public Health (Medicinal Cannabis) Act 2016*
* *National Quality Standard, Quality Areas: 2 – Children’s health and safety; 4 - Staffing arrangements; 6 - Collaborative partnerships with families and communities; and 7 – Governance and leadership.*

**Related Policies**

* *2.2 Statement of Commitment to the Safety and Wellbeing of children and the Protection of Children from Harm*
* *2.20 Supervision of Children & Providing a Child-Safe Environment*
* *3.5 Excursions*
* *4.1 Infectious Diseases – Prevention and Response*
* *4.3 Hygiene, Health and Wellbeing Practices*
* *4.5 Incident, Illness, Injury or Trauma*
* *4.17 Children with Medical Conditions*
* *4.18 Administration of First Aid*
* *6.3 Workplace Health and Safety*
* *9.2 Enrolment*
* *10.8 Information Handling (Privacy and Confidentiality****)***
* *10.9 Risk Management and Compliance*
* *10.33 Managing Notifications*

**Appendices and Forms**

* *Medication Administration and Authority Form*

**Procedures**

**Permission/Authority (Regulation 92-93)**

Upon enrolment, parents and families are provided with information explaining the expectations for notifying the service of health, medical or other relevant care needs, including any changes to these. Parents can communicate the need for children to be administered medication at any time during the child’s enrolment at the service – either for ongoing requirement or for a fixed time.

A parent (or persons with relevant authority named in the enrolment form) are required to complete a **Medication Authority and Administration Form** when medication must be administered by or at the service. Within the Medication Authority, parents (or other relevant authorised person) will be required to advise:

* Name(s) of medication(s) to be administered:
* Time and date the medication(s) were last administered
* The time and date [or the circumstances under which,] the medication should be next administered.
* Dosage of medication to be administered
* Method (e.g. oral) medication to be administered
* Any additional instructions or information (i.e. medication required to be refrigerated).

Additionally, the Record is required to contain:

* The name of the child
* The signature of the parent (or person named in the enrolment records) authorising the administration of the medication

**Administration of Medication (Regulation 93 & 95)**

|  |
| --- |
| **Except for an emergency, staff members will only be permitted to administer medication to a child if it is:**   * In its original package/container   + Where the medication is prescribed - with a pharmacist’s label which clearly states the child’s name, dosage, frequency of administration, date of dispensing and is within the expiry date period   + Where over-the-counter medication - bearing the original label and instructions and before the expiry or use by date * Has been authorised by a parent (or person named in the child’s enrolment form), * In accordance with the details outlined in the Medication Authority and Administering Form completed by the parent (or person named in the enrolment form). * In accordance with any written or verbal instructions provided by a registered medical practitioner |

All medication will be administered by the Nominated Supervisor/Responsible Person, or a delegated educator nominated by the Nominated Supervisor or Responsible Person. An additional educator will also be required to witness the administration of medication.

Administration of medication will be recorded in a Medication Authority and Administration Form. The person administering medication and the witnessing educator must complete the following details:

* the dosage that was administered
* the method/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 that educator who witness the medication administration.

Upon collection of the child from the service, the parent will be informed of the medication being administered and sign the record to acknowledge this notice.

All medical authorisations/authorities and/or administration records will be stored securely with the child’s enrolment records (see 10.8 Information Handling Privacy and Confidentiality).

**Emergency Administration of Medication (Regulation 93-95)**

In the case of an emergency, authorisation to administer medication can be given verbally, when:

* a parent (or a person named and authorised in the child’s enrolment record) consents to administration of medication; or
* if a parent (or person named in the enrolment record) cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.

Where medication is administered in an emergency, the Nominated Supervisor/Responsible Person must notify the parent of the child as soon as practiable. Written notice (Incident, Illness, Injury or Trauma Report) must be supplied to a parent (or other authorised person) as soon as practicable (but within 24 hours)

***Anaphylaxis or Asthma Emergency***

* Medication may be administered to a child without authorisation in the case of an anaphylaxis or asthma emergency.
* Where emergency anaphylaxis or asthma medication has been administered to a child, the Nominated Supervisor/Responsible Person must notify the parent of the child and emergency services as soon as is practicable.

Where medication is administered to a child in an emergency, steps contained in 4.5 Incident, Illness, Injury or Traumamay be required, includling but not limited to reporting and notifying the incident (10.33 Managing Notifications)

**Medication Storage and Transport**

*Storage*

Unless subject to self-administration procedures, all medication will be stored in a locked cupboard or lockable refrigerated container. Storage should prevent unsupervised access and/or contamination to medicines.

*Transporting Medication*

The Nominated Supervisor (or Responsible Person) will discuss with parents and agree to relevant plans for the safe transportation of medication. Ideally, all medication will be transported in the care of a responsible adult. All transportation must uphold the service’s commitment to the safety and protection of children.

Any medication which is no longer required to be administered by the service will be returned to the parent.

**Children’s Self-administering Medication (Regulation 90 (2)&(3), 92 & 95- 96)**

See Children with Medical Conditions Policy 4.17