



## **Administration of Medication Policy**

In supporting the health and wellbeing of our children, the use of medications may be required for children whilst attending care. Any medication must be administered as prescribed by medical practitioners and first aid guidelines followed to ensure the health, safety and wellbeing of the child.

### **National Quality Standard (NQS):**

<b>Quality Area 2: Children's Health and Safety</b>		
<b>2.1.1</b>	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
<b>2.1.2</b>	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
<b>2.2</b>	Safety	Each child is protected.
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>2.2.2</b>	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

### **Education and Care Services National Law and Regulations:**

<b>12</b>	Meaning of serious incident
<b>85</b>	Incident, injury, trauma and illness policy
<b>86</b>	Notification to parent of incident, injury, trauma or illness
<b>90</b>	Medical conditions policy

<b>90 (1) (a)</b>	The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
<b>91</b>	Medical conditions policy to be provided to parents
<b>92</b>	Medication record
<b>93</b>	Administration of medication
<b>94</b>	Exception to authorisation requirement - anaphylaxis or asthma emergency
<b>95</b>	Procedure for administration of medication
<b>136</b>	First Aid qualifications
<b>162 (c)(d)</b>	Health information to be kept in enrolment record
<b>168</b>	Education and care service must have policies and procedures
<b>170</b>	Policies and procedures are to be followed
<b>174</b>	Time to notify certain circumstances to Regulatory Authority
<b>183</b>	Storage of records and other documents

**Related policies:**

Administration of First Aid Policy	Incident, Injury, Trauma and Illness Policy
Dealing with Infectious Diseases Policy	Medical Conditions Policy
Child Protection Policy	Confidentiality Policy
Code of Conduct Policy	Record Keeping and Retention Policy
Attendance, Delivery and Collection of Children Policy	Respect for Children Policy
Enrolment Policy	Supervision Policy
Epilepsy Policy	Diabetes Management Policy
Partnerships and Communication with Families Policy	Sick Children Policy
Health and Safety Policy	

**Purpose:**

To ensure all educators at Birra-Li understand their responsibilities and duty of care to meet each child's individual health care needs. All educators are informed of children diagnosed with a medical condition and strategies to support their individual needs. All qualified educators are specifically trained to safely administer children's required medication with the written consent of the child's

parent or guardian. Educators will follow relevant procedures to promote the health and wellbeing of each child enrolled at Birra-Li.

**Scope:**

This policy applies to educators, families, staff, management, the nominated supervisor, volunteers and visitors of Birra-Li.

**Implementation:**

Families requesting the administration of medication to their child will be required to follow the guidelines developed by Birra-Li to ensure the safety of children and Educators. Birra-Li will follow legislative guidelines and adhere to the Education and Care Services National Regulation to ensure the health of children, families, and educators at all times.

For children with a diagnosed health care need, allergy or relevant medical condition, a Medical Management Plan must be provided prior to enrolment and updated on an annual basis or if any changes are made to the management plan. A Risk Minimisation Plan must be developed in consultation with parents/guardians to ensure strategies are developed to minimise any risk to the child.

**General considerations:**

**One dose of a prescribed medication must have been given or applied to the child by the parent/guardian before it will be administered by educators.** This excludes emergency medications for example, Antihistamines used in the case of an allergic reaction, EpiPens, & Ventolin.

- Parents/guardians are asked to consider whether their child that requires medication is well enough to be at the centre, and to keep them home if they are unwell.
- If children are receiving medication at home but not at the centre, the centre should be advised of the nature of the medication and its purpose and any possible side effects it may have for the child.
- Children with allergies are required to have their doctor complete an ASCIA Action Plan or Medical management Plan which explains what the child's reaction is likely to be, and what action/s educators should take if an allergic reaction occurs.

A Doctor's Clearance Certificate stating that the child is "fit for child care" and will not jeopardise the health of other children or staff, or a Medical Care Plan, will need to be provided in the following situations.

1. If a child requires more than one medication.
2. When a child is on regular medication for a chronic condition.
3. If a child requires over the counter medication.

***Medication will NOT be put into a baby's bottle or drinking cup at any time.***

**The nominated supervisor and management will ensure:**

- Children with specific health care needs or medical conditions have a current Medical Management Plan detailing prescribed medication and dosage by their medical practitioner.
- Medication is only to be administered with written authority signed by the child's parent or other responsible persons named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication.
- Medication provided by the child's parents must adhere to the following guidelines:
  - The administration of medication is authorised by a parent/guardian in writing.
  - Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication or in written form from the medical practitioner).
  - Medication needs to be in the original container/packaging.
  - Medication has the original label clearly showing the name of the child.
  - Medication is before the expiry/use by date.
- A Medication Record is completed for each child attending Birra-Li who requires medication including:
  - Name of medication.
  - Time and date medication was last administered.
  - Time and date medication is to be administered.
  - Dosage of medication.
  - Parent/guardian name and signature.

- A separate form must be completed for each medication if more than one is required.
- Any person delivering a child to Birra-Li does not leave medications in the child's bag. Medication must be given directly to an educator for appropriate storage upon arrival.
- If in an emergency or if a child is to become unwell or injured whilst in care and authorisation for Panadol is given over the phone by parents or an authorised emergency contact, written and verbal notifications are to be given to and signed by a parent or other family member of the child as soon as practicable (this will most likely occur upon pick up of the child).
- If medication is administered without authorisation in the event of an allergy, asthma or anaphylaxis emergency, the parent/guardian of the child and emergency services are notified as soon as practicable. (The only medication that will be administered in the case of an emergency will be, antihistamine, EpiPen and Ventolin.)
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- Reasonable steps are taken to ensure that medication records are maintained accurately.
- Educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical conditions as detailed in *Medical Management Plans*, *Asthma* or *Anaphylaxis Action Plans*.
- Medication records are kept in a secure and confidential manner and archived for the regulatory prescribed length of time.
- Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
- Families will be reminded that every attempt to contact them for verbal permission will be made by educators prior to administering any form of emergency medications.
- Families are informed of medical and medication policies through emails, newsletters and access to policies and procedures upon request at any time.
- Safe practices are adhered to for the wellbeing of both the child and educators at all times.

**Educators will:**

- Not administer any medication without the authorisation of a parent or person with authority, except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- Ensure that medications are stored in the refrigerator in a sealed and labelled medication container, inaccessible to children. For medications not requiring refrigeration, they will be stored in the first aid cabinets located in each room.
- Ensure adrenaline autoinjectors are kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan will be stored near the adrenaline autoinjector or asthma medication.
- Ensure that two qualified educators administer and witness medications at all times. All educators have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible for:
  - Checking the *Administration of Medication Record* is completed by the parent/guardian.
  - Checking the prescription label for:
    - The child's name.
    - The dosage of medication to be administered.
    - The method of dosage/administration.
    - The expiry or use-by date.
  - Returning the medication back to the sealed medical container.
  - Following hand-washing procedures before and after administering medication.
  - Discussing any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. (Checking if the child has any allergies to the medication being administered).
  - Seeking further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required.
  - Ensuring that the instructions on the medication records are consistent with the doctor's instructions and the prescription label.
  - Making sure if there are inconsistencies, medication is not to be administered to the child.

- Ensuring that the *Administration of Medication Record* is completed and stored correctly including name and signature of witness, time and date of administration.
- Ensuring that if after several attempts of encouraging the child to take medication, but they still refuse, parent or guardians are contacted. Educators will not use restrictive practices to make a child take medication at any time.
- Observing the child post administration of medication to ensure there are no side effects.
- Responding immediately and contacting the parent/guardian for further advice if there are any unusual side effects from the medication.
- Contacting emergency services on **000** immediately if a child is not breathing, is having difficulty breathing, or shows signs of unusual side effects requiring immediate attention following administration of any medication.

**Families will:**

- Provide management with accurate information about their child's health needs, medical conditions and medication requirements on the enrolment form.
- Provide Birra-Li with a *Medical Management Plan* for their child prior to enrolment if required.
- Develop a *Risk Minimisation Plan* for their child in collaboration with management, educators and the child's medical practitioner for long-term medication plans.
- Notify educators when children are taking any short-term medications at home.
- Complete and sign an *Administration of Medication Record* for their child requiring medication to be administered by educators whilst they are at the Service.
- Update *Medical Management Plans* annually or as the child's medication needs change.
- Keep prescribed medications in original containers with pharmacy labels.
- Adhere to our *Sick Children, Incident, Injury, Trauma and Illness* and *Infectious Disease Policies*.
- Keep children at home while any symptoms of an illness remain.
- NOT leave any medication in children's bags.
- Give any medication for their children to an educator who will provide the family with an *Administration of Medication Record* to complete.
- Provide any herbal/naturopathic remedies or non-prescription medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name and

dosage: Note that the stated procedure for administering medications applies to the administration of non-prescription medications also.

Please understand that no medication will be administered without written consent from a parent or authorised person unless in the case of an emergency. Medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.

**Applications of ointments or creams:**

- Birra-Li provides a SPF 50+ sun screen, antiseptic cream, nappy rash cream etc., to offer protection from the sun, or to soothe nappy rash.
- Families are to give permission for the application of the above creams upon enrollment.
- When choosing ointments, creams and applications for use at the centre, every attempt will be made to choose a product that is appropriate to the age of the children and contains no additives that may cause allergic reactions in some children. The advice of a pharmacist will be sought where necessary.
- Educators will not apply ointments, creams or applications to children whose parents have not provided their written consent.

**Guidelines for administration of paracetamol:**

- Paracetamol will be kept in the First Aid cabinet in the Babies Room for emergency purposes.
- To safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for except for in emergency situations (onset of fever whilst at the Service).
- Administration of Paracetamol must follow the procedure for *Administration of Medication* requiring two qualified educators to witness the administration and complete the required records.
- An *Administration of Medication* form will be completed with both educator's full name, signature and time and date of administration clearly recorded.



- If a child presents with a temperature whilst at Birra-Li, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- If required, Panadol will be given with the parents or an emergency contact person's consent whilst the child is waiting to be collected from our Service.
- While waiting for the child to be collected, educators will:
  - Remove excess clothing to cool the child down.
  - Offer fluids to the child.
  - Encourage the child to rest.
  - Monitor the child for any additional symptoms.
  - Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

#### **Medication kept at Birra-Li:**

- A list of First Aid Kit contents and expiry dates inventory is checked every 2 months. Items running low will be given to the Health and Safety Officer who will arrange for the purchase of replacement supplies.
- If a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required.
- It is the responsibilities of families to ensure that they have checked the expiry date of any emergency medications brought into the centre.
- It is the responsibility of families to take home medications at the end of each day.
- Families are required to complete a medication form for lotions to be administered. (Long-term medication form).

**Medication will not be administered if it has past the product expiry date.**

#### **Emergency administration of medication for allergies:**

- In the occurrence of an emergency and where the administration of medication must occur, an 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 will be sought.

- If a parent of a child is unreachable, the Service will endeavor to obtain verbal authorisation from an emergency contact of the child named in the child's enrolment form, who is authorised to approve the administration of medication.
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or 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 as soon as practicable.
- In the event of a severe allergic reaction where a child requires antihistamine, every effort will be made by educators to contact parents or emergency contacts for authorisation. If educators are not able to contact parents or emergency contacts, educators will administer a dose of antihistamine.
- Educators will continue to try and contact parents or emergency contacts to have the child collected from the centre as soon as possible and to notify them that the medication has been administered.
- The nominated supervisor will contact the regulatory authority within 24 hours as soon as practicable (if urgent medical attention was sought or the child attended hospital).
- Written notice must be provided to a parent of the child or other emergency contact person listed on the child's *Enrolment Form* upon pick up of the child or as soon as practicable but not more than 24 hours after the incident.

#### **Emergency involving anaphylaxis or asthma:**

For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the *Asthma or Anaphylaxis Action Plan* provided by the parent/guardian.

In the event of a child not known to have asthma and appears to be in severe respiratory distress, the *Administration of First Aid Procedure* must be followed immediately:

- An ambulance must be called.
- Place child in a seated upright position
- Give 4 separate puffs of a reliever medication (e.g., Ventolin) using a spacer if required.
- Repeat every 4 minutes until the ambulance arrives.

In the event of a children not known to be diagnosed with anaphylaxis and appears to be anaphylaxis emergency where any of the following symptoms are present, an EpiPen must be administered:

- Difficulty/noisy breathing
- Swelling of the tongue
- Swelling or tightness in throat
- Difficulty talking
- Wheeze or persistent cough
- Persistent dizziness or collapse pale and floppy

The nominated supervisor/responsible person will contact the following (as required) as soon as practicably possible:

- Emergency Services 000
- A parent of the child and if not contactable an Authorised Emergency Contact Person.
- The regulatory authority within 24 hours (if an ambulance was called).

The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator whilst waiting for the ambulance.

### **Continuous improvement:**

The *Administration of Medication Policy* will be reviewed every 18 months in conjunction with families, educators, staff and management.

### **Sources:**

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Revised National Quality Standard. (2018).

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**Review:**

Policy Reviewed	Modifications	Next Review Date
<b>April 2018</b> <b>June 2018</b> <b>September 2018</b> <b>May 2020</b> <b>February 2022</b> <b>July 2023</b>	Created Administration of medication Policy on its own and combined with Child Care Centre Desktop Policy.	<b>October 2019</b> <b>December 2019</b> <b>March 2020</b> <b>November 2021</b> <b>August 2023</b> <b>January 2025</b>
<b>December 2024</b>	Related policies section added. Continuous improvement section added. Revised formatting and contents.	<b>June 2026</b>