



Policy No: CE-POL-06/2.1/2015

## Medication Policy

**Custodian:** Management  
Committee

**Custodian Contact:**  
dl.5363.leaders@schools.sa.edu.au

**Version No:** 2.1

**Approved By:**

Alison Curtis

Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:** 13/4/22

**Next Review Date:** 13/4/24

**Supersedes:**

Medication Policy Version 2

### 1 Purpose:

C.a.F.E. Enfield Children's Centre is committed to ensuring all medication is stored and administered in a safe manner for the ongoing wellbeing of children, and the protection of staff.

### 2 Scope:

Approved Provider (this service has 2 Approved providers-DfE and the Management Committee)  
Nominated Supervisor  
Certified Supervisors  
Educators  
Families  
Children  
Students & Volunteers

### 3 Supporting Documents:

[Procedure for Administering Medication](#)  
[Child Health Policy](#)  
[Hygiene Practices and Infectious Disease Control policy](#)  
[Asthma policy](#)  
Medication Record (green)  
[Medication Agreement \(HSP151\)](#)  
[Medication advice form \(HSP157\)](#)  
[Alternative sunscreen form](#)  
Procedure for children with special diets

### 4 Policy Details:

In supporting the health and wellbeing of children the use of medications may be required by children whilst at the Centre. Educators will only administer medication to children that is prescribed and labelled by a doctor or pharmacist. Medication must be in the original pharmacy container and parents must complete a Medication Record form in detail.

## 5 Procedures:

***Children should not be administered a first dose of a new medication at the Centre due to the dangers of an adverse reaction. The first dose of any new medication should be administered and monitored by a parent at home, or by a health professional.***

### **Prescribed Medications**

Medication **cannot** be given at the Centre without written advice on a medication authority form (with the exception of emergency medication for asthma and anaphylaxis) and without any of the following conditions being met:

- Medication must be in the original container
- All medication prescribed by a doctor, medical practitioner or pharmacist must include:
  - child's name
  - name of medication
  - date of dispensing
  - expiry date
  - dosage
  - when the dose should be given
  - any other administration instructions (ie to be taken with food)
- Parents must complete and sign a (green) Medication Record form each day their child requires medication. Forms must be completed accurately and include the following information:
  - Date
  - Name of medication
  - Reason for medication
  - Dosage
  - Last time the medication was given
  - Time to be given
  - Method of administration
- Educators can only administer medication orally, aurally, inhaled or topically. Medicines requiring injecting, administration via gastronomy tube or rectally **cannot** be given. For complex administration methods such as these the Centre may be supported by the Access Assistant Program or RN Delegation of Care Program.

### **Over the Counter medications**

- Over the Counter medication will only be given when accompanied by a medical certificate, medication Agreement or when it is labelled by a pharmacist- stating the child's name, dosage & length of time the medication is required
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### **Un-medicated creams, balms or drops**

Where a parent requests that educators apply un-medicated products (ie nappy rash cream, moisturising lip balm or moisturiser) there must be an agreed approach to documentation and communication between both parties. This must include the parent providing clear instructions on when and how much to administer- this can be done via the green Medication Record. Educators will also use the medication log to confirm that this has been administered.

## Medication 'to be taken as required', 'as directed', or 'PRN'

Medication that is labelled 'to be taken as required', 'as directed', 'PRN' (or similar) does not provide enough information and cannot be administered by the education staff.

The [medication agreement \(HSP 151\)](#) must say the time of administration. Education and care staff can't make a clinical decision about when to give medication based on a child or young person's symptoms or behaviour.

An exception to this is where there is an:

- [emergency medication management plan](#) to administer midazolam for seizures
- [ASCIA action plan](#) for anaphylaxis or allergy that includes adrenaline (Eg Epipen) or antihistamine on the plan
- [Asthma care plan](#) that includes Ventolin (or similar) on the plan.

## Ongoing Medical Conditions & Diets requiring medication

- Parents will need to notify the Centre at the time of enrolment, or as soon as they receive a diagnosis, of any ongoing medical conditions or special diets that may require medication (Eg, Asthma, Anaphylaxis or Diabetes)
- **Before** the child can start care, parents must provide the Centre with:
  - **A Health Care plan** or **Action plan** and a **Modified diet plan (if diet related)** completed and signed by a doctor or other registered medical practitioner. These forms are available from the office
  - Together with the Team Leader parents will complete a [Health Support Agreement \(HSP 120\)](#) and a [Safety and Risk Management Plan \(HSP121\)](#). This will include Relevant information about the condition being treated including symptoms/warning signs to be aware of, medication, instructions for administering medication and possible side effects to be aware of.
- All medication agreements should be reviewed at least annually for continuing medications
- Where a 'review date' has expired the medication agreement remains valid until an updated form is received. A review date is **NOT** an expiry or end date.
- Where an 'end date' is included on the form, the medication agreement is no longer valid. A new medication agreement must be completed
- All medication kept at the Centre will be checked every three months for expiry dates in conjunction with the First Aid Checklist.
- 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.
- An educator with an approved Asthma & Anaphylaxis qualification will be at the Centre at all times.
- It may be necessary for educators to undertake specific training relating to a child's health condition before the child can start care

## **Administering Medication**

- Two educators will administer the medication in accordance with the Centre's Procedure.
- If a medication has **not** been administered (including when the child has refused to take the medication, or a dose has been missed) then the parent must be notified immediately to determine if alternative arrangements can be made.
- If a medication error has occurred (Eg incorrect dose or incorrect medication), this will be documented on a [Medication advice form \(HSP 157\)](#) & forwarded to the parent as soon as practicable after the event. A copy must be retained on the child's file.

## **Administering Medication in an Emergency situation**

- In the case of an emergency, it is acceptable to obtain verbal consent from a parent, or a registered medical practitioner or medical emergency services if the parent cannot be contacted.
- In the case of an Asthma or Anaphylaxis emergency, medication may be administered to a child without authorisation. In this circumstance, ring **000 emergency services** for advice & contact the child's parents as soon as possible.
- The Centre has 2 Emergency Asthma kits and 2 Emergency Anaphylaxis Epi-pens. (1 kit must remain at the Centre at all times- the other kit may be taken when children go to the Beyond Space, playground, excursions etc).

## **Storage of Medication**

### **MEDICATION IS NOT TO BE LEFT IN CHILDREN'S BAGS.**

- Medication that requires refrigeration will be stored in the refrigerator in the kitchen.
- Medication related to ongoing medical conditions (Eg asthma & anaphylaxis) will be stored in individual medication bags along with the action plan & photograph of the child. These bags will be stored in the child's room, out of reach of children.

## **Unmedicated creams, balms or drops**

Where a parent requests that educators apply un-medicated products (ie nappy rash cream, moisturising lip balm or moisturiser) there must be an agreed approach to documentation and communication between both parties. This must include the parent providing clear instructions on when and how much to administer- this can be done via the green Medication Record. Educators will also use the medication log to confirm that this has been administered.

## **Sunscreen**

For children who use an alternative brand of sunscreen to the one supplied by the Centre, the parent must complete an "alternative sunscreen" form stating the reasons they are using a different sunscreen, and the name/brand of the sunscreen they will use. Together with the Team Leader, they will also need to complete a Health Support Agreement (HSP 120) & Safety and Risk Management Plan (HSP 121). Parents are responsible for supplying the alternative sunscreen to the Centre.

## 6 Related Legislation and Regulations

Education and Care Services (Registration and Standards) Act 2011

Education and Care Services National Regulations

Reg 90	Medical Conditions Policy
Reg 91	Medical Conditions policy to be provided to parents
Reg 92	Medication Record
Reg 93	Administration of medication
Reg 94	Exception to authorisation requirement- asthma or anaphylaxis emergency
Reg 95	Procedure for administration of medication
Reg 136	First Aid Qualifications
Reg 162	Health Information to be kept in enrolment record

## 7 Definitions of Terms:

**'Medication'** (for the purposes of this policy) includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) required to be administered in this service.

'Medication' in this context **doesn't** include the contents of a child's 'hypo' kit for diabetes management, sunscreen, nappy rash cream, moisturising lip balm, lubricating eye drops or moisturiser (emollient) where they are un-medicated.

**ACECQA-** Australian Children's Education and Care Quality Authority

**Aurally-** where medications are administered into the ear (usually to treat conditions such as ear infections)

**DfE-** Department for Education

**Emergency medication-** medication required for the emergency first aid treatment of specific medical conditions such as Asthma & Anaphylaxis.

**Inhaled-** where a substance is breathed into the lungs, usually through the mouth or mouth & nose.

**Orally-** where medications are administered through the mouth.

**PRN-** medicines that taken "as needed" are known as "PRN" medicines. PRN is a Latin term that stands for "pro re nata" which means 'as the thing is needed'.

**Topically-** where a product is applied directly onto the skin

## 8 References:

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, ACECQA (2011)

[DfE - Medication management procedure](#) accessed on-line 2/3/22

National Health and Medical Research Council Staying Healthy in Child Care – 5th Edition, NHMRC– accessed on line 2/3/22 at url: <http://www.nhmrc.gov.au>

## 9 Reviewing Strategy and History:

i.e. Review should be conducted every 2 years to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Management Committee	Liam Fudali	15/05/13	Initial approval in new format
1.1	Management Committee Educators	Management Committee	16/9/15	minor changes Update referencing
1.2	Management Committee Educators Families	Scott Dolman Chairperson	27/9/17	Insertion of specific regulations in section 6 Updated referencing
2	Management Committee Educators Families	Melissa Smithen Chairperson	21/10/19	Major update to policy to align with new DfE Procedure Insertion of 'first dose', administering medications, Medication errors, incidents and queries, 'unmedicated creams, balms or drops'. Expanded sections Prescribed medications, over the counter medications, storage, definition of terms' Insertion of specific regulations in section 6
2.1	Management Committee Educators Families	Alison Curtis Chairperson	13/4/22	Minor wording changes Inserted section "Medication to be taken 'as required', 'as directed' or 'PRN' Updated hyperlinks, referencing & review history.