



Procedure for Administering Medication

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). All of following conditions must be 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

Unmedicated creams, balms or drops

- Where a parent requests that educators apply un-medicated products (ie nappy rash cream, moisturising lip balm, moisturiser) there must be an agreed approach to documentation and communication between both parties. The parent must provide clear instructions on when and how much to administer- this can be done via verbal agreement and expectation with no documentation, for example, nappy rash cream is applied at every nappy change" or via the Green Medication Record. In this case, educators will also complete the record to confirm that this has been administered.
- In the case of sunscreen (if this is to be ongoing) then the parent must complete an "Alternative Sunscreen Form", [health support agreement](#) (hsp120), and a [safety & risk management plan](#) (hsp121).

Storage of Medication

- 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 child's action plan & photograph. These bags will be stored out of reach of children in a place easily accessible to educators.
- **MEDICATION IS NOT TO BE LEFT IN CHILDREN'S BAGS.**

Administering Medication

- Educators can only administer medication orally (mouth), aurally (ear), inhaled or topically (skin).
- Medication must only be administered to one child at a time
- Hand hygiene and standard infection prevention and control precautions should be adhered to prior to, during and after the administration for each child.
- **Two educators** will administer the medication. One of these educators must hold a Diploma qualification.
- **Both** Educators will check the medication record & the medication container to ensure:
 - The Right child
 - The Right medication
 - The Right Dosage
 - The Right method of administration
 - The Right information is documented
 - Both educators will complete & sign the medication record
- 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. A [medication advice form \(hsp 157\)](#) must also be completed and a copy forwarded to the parent. Notify the Responsible Person on duty.

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-pen Jr located in the hallway First Aid cabinet. (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).

Medication errors, incidents and queries

If the medication has not been administered or an incorrect dose or incorrect medication has been administered to a child:

- Notify the **Responsible Person on Duty**
- If the child has collapsed or is not breathing phone **000 (Ambulance) immediately** and follow standard first aid procedures.
- If there is no immediate adverse reaction phone the **Poisons Information Centre** on **131 126** and follow the advice given
 - Where the advice indicates that the child is able to remain at the Centre, ensure additional supervision to monitor for any delayed adverse reactions.
- Notify the parent
- Document in the (green) **Medication Record**
- Complete a [Medication advice form \(HSP-157\)](#) **and forward a copy to the parent.** The original must be kept in the child's SPIKE file
- Report to the Education Standards Board via NQA ITS & to the Incident and Response Management System (IRMS) within 24 hours.
- Review medication management and administration procedures at the Centre to identify areas for improvement.

