

ADMINISTERING MEDICATION

Gowrie NSW recognises that from time to time children may require medication, including prescription, and over-the-counter medications, to be administered while they are in attendance. This may occur either as the result of a child becoming ill while attending a centre, or when a child requires medication to manage a condition or illness that does not require their exclusion from a centre. To ensure children's health, safety and wellbeing, it is essential that there are clear procedures for: gaining appropriate authorisation for the administration of medication; administering medication; and recording the medication administration details.

Responsibilities of Gowrie NSW Education and Care Centres

Under the Education and Care Services National Regulation 2011, Centres must comply with:

- Regulation 90
- Regulation 91
- Regulation 92;
- Regulation 93;
- Regulation 94;
- Regulation 95;
- Regulation 96.

Under the National Quality Standards, centres must meet:

- Standard 2.1
 - *Element 2.1.2*
- Standard 5.2
 - *Element 5.2.3*
- Standard 6.2
 - *Element 6.2.1*
- Standard 7.1
 - *Elements 7.1.2; 7.1.3*

This policy and procedures have been developed to:

- Clearly describe the procedures that Gowrie NSW and its employees will implement to ensure the safe and appropriate administration of medication to children and the correct recording of this.
- Provide information for families and other stakeholders about the procedures that are used in Gowrie NSW centres for administering medications to children and recording this.

Procedures

Gaining Authorisation to administer medication to children

- Upon enrolment, provide families with a copy of the administering medication policy and request that families provide the Centre with details of any persons that they would like to authorise to consent to the administration of medication for their child, and record this in the child's enrolment record.

- Families must complete the Administration of Medication Permission Form each time their child requires medication – if this is not completed correctly with all necessary details, medication will not be administered
- For school age children, where applicable, require a parent or a person with the authority to consent, to provide written (signed) authorisation for a child to self-administer medication.
- Advise families that the Centre cannot administer medication:
 - at a different dosage or frequency to that recommended on the medication label, unless alternative written advice is received from a medical practitioner
 - if the medication is labelled for a person other than the child
 - if the medication is past the recommended 'use by' date.
 - If there is no prescription label attached to the medication.
- In a medical emergency, seek verbal authorisation to administer medication from a parent, or authorised person to consent to administration of medication.
- In the case of an asthma or anaphylaxis emergency, where the time taken to seek authorisation may place a child's health and safety at risk, administer medication without prior authorisation, but notify a parent of the child and emergency services as soon as possible.
- Upon enrolment ask families to advise of any known allergies that their child may have to medications such as paracetamol, penicillin or nappy creams, and record this in the child's enrolment record.

Non-prescribed medication

- Parent/Guardian permission is given to the below non-prescribed medication supplied by Gowrie NSW centres and this is stored with the enrolment form
 - * Nappy Cream- Sudo Cream
 - * Sunscreen
 - * Insect Repellent
 - * Panadol Only
 - * Antiseptic Cream

Please note: The specific brands used by each centre must be detailed on the permission form. MSDS sheets must also be retained in the MSDS register at the centre.

- Any complimentary non-prescribed medications must be accompanied by a doctors letter outlining details of how and when it is to be administered and the dosage. Non prescribed medications can otherwise not be administered by staff of Gowrie NSW.
- Parent/guardian must sign and date a permission form for all non-prescribed medication
- No alternate non-prescribed medication is to be used by the centre unless approved by the General Manager or the Executive Director of programs

Administering medication to children

- When accepting medication from the family, ensure they have completed the Medication record accurately and the information matches the label on the medication.
- Only administer medication when the required authorisation to do so has been received.
- Administer medication in strict accordance with the instructions provided on the Medication Record Form.

- Ensure that the medication is administered from its original container, bearing the original label with the name of the child.
- The staff person administering the medication holds a current recognised first aid qualification. When accepting medication from the family, ensure they have completed the Medication record accurately and the information matches the label on the medication.
- Hand Hygiene procedures should be followed before administering medication
- Administer medication in strict accordance with the instructions provided on the Medication Record Form.
- Ensure that the medication is administered from its original container, bearing the original label with the name of the child.
- Have another Gowrie NSW educator witness the administration of the medication, and have them check: that the dosage is correct; that the medication is being administered at the required time; and that the medication is being administered to the child named on the Medication Record Form.
- If a school age child is self-administering medication, ensure that an educator or staff member witnesses the administration of the medication, and checks the dosage is correct and is administered at the required time.
- Check the Medication Record Form for the time and date when the medication was last administered to ensure that the required time schedule for the administration of the medication is being followed.
- Observe children closely following the administration of medication for any signs that they may be experiencing a negative reaction.
- Interact positively with children when administering medication, speak with them about what is happening and why, and comfort them if they feel distressed or upset by the process. If suitable for the medication, offer the child a drink of water after taking oral medication.
- Complete and sign the medication record accurately.

Safe Storage, handling and disposal of medications

- Both over the counter and prescription medications, are potentially dangerous to children, and always need to be made inaccessible to children, other than when being administered to a child.
- Require families to hand any medication directly to a staff member. Medications must not be left in children's bags at any time.
- Require families to take medications home at the end of each day.
- Store medications according to the storage instructions.
- Regularly check all medications, (both those provided by families and those provided by the Centre) to ensure that they have not past their use by date.
- Dispose of any expired/unused medications by taking these to a local community pharmacy, who will dispose of them safely and free of charge. Medications should never be disposed of with general waste or be washed down the sink, as this has significant environmental impacts.

Related legislation/standards

- Education and Care Services National Regulations 2011
- Education and Care Services National Law Act, 2010, (Cwlth)

- National Quality Framework
- National Quality Standard
- The National Return and Disposal of Unwanted Medicines Program (Australian Government Department of Health and Ageing)

Related Gowrie NSW policies, procedures and forms

- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions in Children Policy
- Child Safe Environments Policy
- Illness Record and daily Illness Register
- Administration of Medication Permission Form
- Medication Record
- Non-prescribed medication permission form

References

- Australian Children's Education and Care Quality Authority. (2011). Guide to the National Quality Standard. Retrieved 18/9/20 from: <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>
- Australian Children's Education and Care Quality Authority. (2011). Guide to the National Quality Framework Retrieved 18/9/20 from: https://www.acecqa.gov.au/sites/default/files/2020-01/Guide-to-the-NQF_2.pdf
- National Health and Medical Research Council (2012). Staying Healthy in Child Care- Preventing infectious Diseases in Child Care (5th ed.). Retrieved 18/9/20 from: <https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>
- The Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). Education and Care Services National Regulations. Retrieved 18/9/20 from <https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations>