

# ADMINISTRATION OF MEDICATION

## Aim

Families place a high level of trust and responsibility on educators when they request medication to be administered to their children, or observing older children self-administer.

Administering medication to a child is considered therefore a high-risk practice at TLV. Authority must be obtained from a parent or legal guardian before educators administer any medication (prescribed or non-prescribed).

## National Quality Standard

This policy links to the following NQS:

National Quality Standards 4.3, 5.3 and 6.4

## Links to other policies

- Administration of First Aid
- Dealing with Infectious Disease
- Medical Conditions
- Occupational Health and Safety
- Privacy and Confidentiality

## Sources

- National Health and Medical Research Council. (2005). *Staying healthy in child care: Preventing infectious disease in child care* (4<sup>th</sup> ed.). Canberra: Author.
- Education and Care Services National Regulations 2011: 168



## Strategy

### Authorisation to administer medication

- Medication, for the purpose of this policy, is considered any prescribed drug or non-prescribed supplement.
- Medication can only be administered when the TLV's Medication Authorisation form has been completed and signed by the child's parent or legal guardian.
- Only medication that has been authorised by a health care professional will be accepted for administration.
- Medication must be dispensed by a pharmacist with a printed label, including the name of the child being prescribed the medication and the medication dosage.
- Non-prescribed medication, such as topical and antifungal for nappy rash or eczema; paracetamol; ibuprofen; antihistamine for an allergy; or teething gel may be given with authority and strictly within appropriateness and direction of stated medication.
- If exclusion is applicable, The Little Village will reserve the right to send the child home as detailed in the [Dealing with Infectious Diseases Policy](#).
- In this service, medication is administered to a child by an educator, carer, manager, or in some cases, with parental or guardian consent, medication can be self-administered by an older child. When medication is being self-administered, children are supervised by educators at all times.

### Medication Authorisation Form

When requesting the administration of any medication, TLV required the following information:

- Child's name who requires the medication
- Child's parent or guardian's name and signature
- Name of the medication
- Dose required
- Method of administration, for example oral, eye, ear, inhaled
- Time and date of administration
- Expiry date of the medication
- Special instructions, such as medication that needs to be administered an hour before a meal or before a child falls asleep
- Known history to allergies involving (any) medication. If so, what are the symptoms?

Each record will be kept in accordance to [Keeping of Record Policy and the Privacy and Confidentiality Policy](#)

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Page 2



### Administration of Medication Procedure

- TLV will endeavour to ensure that educators are witnessed by another person when administering medication to children.
- The witness will check the name of the child, the medication, the dosage and expiry date of the medication to be administered.
- The person administering and the witness, should sign documentation that identifies that they were responsible for administering the medication.
- TLV reserves the right to contact a health care professional if educators are unsure about administering medication to a child, even if the parent or legal guardian has requested the medication to be administered.
- The administering educator will:
  - Allocate a witness to check the following procedure
  - Check that the medication is in the original container, bearing the child's name, dosage and frequency.
  - Check the currency of the use by date of the medication.
  - Ensure that the name of the child for whom the medication has been prescribed, appears on the chemist label and matches the child's name on the form.
  - Check that the details on the medication correspond with the information on the *Authorised Medication Record* and after checking, signing the form. If it is long term medication then this is to be review every three (3) months or as advised by the child's Medical Practitioner.
  - Monitor the child after medication is administered to ensure no adverse reaction takes place. First Aid procedures will follow, if symptoms persist or increase in severity.
- In meeting the TLV's duty of care, it is a requirement under the *Occupational Health & Safety Act* that management and educators implement and endorse this policy as well as Dealing with Infectious Diseases Policy as well as feel comfortable about administering the medication to the child without putting any villager at risk.
- For self-administration of medication, such as Ventolin, an educator must be present throughout the entire procedure and authorisation form will signed and dated.





## Storage of Medication

- It is understood by educators, children and families that there is a shared responsibility between the service and other stakeholders that this Administering Medication Policy and procedures are accepted as a high priority.
- All medication will be handed to the educator each day the child is in attendance and will be placed in a lockable cupboard away from children.
- Medication requiring refrigeration will be placed in the kitchen in a labelled separate container.
- When handover takes place, educator and parent have a mutual responsibility to communicate needs and ensure forms are filled out correctly and the medication is labelled correctly.
- If medication is expired, staff reserve the right to dispose of the medication. It will be placed in a bag and placed in the kitchen or an external bin.
- It is important for parents not to leave medication of any type in the child's bag. The educators may dispose of this medication if found or removed and placed in a safe and lockable cupboard. Educators will not administer such medication.

## Long-term Medication

- There are instances when medication is given over an extended period. In these cases, only one authorisation to administer medication form is required.
- Parents/guardians must state that this is an ongoing medication.
- An action plan must accompany the authorisation, approved by a medical practitioner.
- The prescription or note from doctor is only valid for a period of one year, where a review of the Action Plan must take place.
- It is the responsibility of the family to ensure all the necessary precautions are taken and the medication has the correct labels for medication to be continued to be administered.
- In the case of precautionary medication such as Ventolin and EpiPens, the above points will be applied and review take place yearly.