

# NQS2 Children's Health & Safety Procedure Administration of Medication

This procedure must be followed alongside the Medical Conditions and Exclusion Due to Illness Procedures

## Director Responsibilities

- Inform families of this procedure upon and throughout enrolment.
- Display Administering Medication Poster in a prominent location(s) for educator reference.
- If a medication is not supplied on a given day and the child's illness/medical condition is not life-threatening, determine if it is safe for the child to attend the centre.
- With educator support, maintain open and regular communication with parents/guardians about children's health.

## Educator Responsibilities

### Medication can be administered to a child when:

- Written parental/guardian authorisation has been obtained via Medication Authorisation Record\* **AND** written instructions of a registered medical practitioner (as detailed below) have been provided.
- Written parent/guardian instructions recorded on the Medication Authorisation Record are consistent with the written instructions of the registered medical practitioner.
- Medication is in its original container.
- Medication is within expiry date.

**A registered medical practitioner is** a general practitioner (GP), a medical specialist or credentialed diabetes educator. A pharmacist is not a registered medical practitioner.

**Written instructions from a registered medical practitioner** must include the date and can be recorded via a:

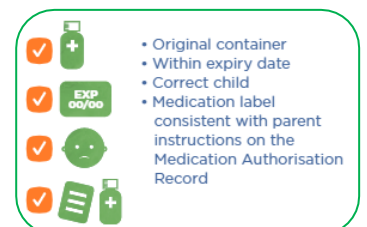
- Medication label on the medication packaging which includes the registered medical practitioner's name **OR**
- Medical Management Plan with the registered medical practitioner's name and signature **OR**
- Insulin dosage card with the registered medical practitioner's name and signature.

**Written instructions from a registered medical practitioner is NOT required** for liquid paracetamol, over the counter teething gel, over the counter ointments (products applied to bottoms at nappy changing) and emergency medications i.e. Adrenaline and Salbutamol.

## Administering medication

- Two educators must be present (close to the child and each other) when administering medication.

Educator One	Educator Two
<ul style="list-style-type: none"> <li>• Current First Aid qualified</li> <li>• Administers the medication</li> <li>• Whenever possible, must be a permanent educator/not a casual educator</li> <li>• Wash hands before and after administering medication</li> <li>• Complete relevant sections of the <u>Medication Authorisation Record</u></li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid qualified</li> <li>• Witnesses the entire process of administering the medication</li> <li>• Complete relevant sections of the <u>Medication Authorisation Record</u>.</li> </ul>
<p>Educator One and Educator Two must complete necessary checks to ensure the medication:</p> <ul style="list-style-type: none"> <li>• is contained in its original container</li> <li>• has not expired</li> <li>• is administered to the correct child <b>AND</b></li> <li>• is administered as per parent/guardian instructions recorded on the <u>Medication Authorisation Record</u> and the written instructions of registered medical practitioner.</li> </ul>	



## Self-administration of medication by school age children

- A school aged child is permitted to self-administer their medication where the child's parent/guardian has provided prior written authorisation via a Medication Authorisation Record.
- The self-administration of medication must be supervised by two educators to ensure the medication is administered correctly as per Medication Authorisation Record and written instructions of a registered medical practitioner.
- After the child has administered the medication, both educators complete the Medication Authorisation Record.
- Children under school age can not self-administer medication.

\*Administration of medication for diabetes is recorded via Diabetes Blood Glucose/Ketone and Medication Authorisation Record not a Medication Authorisation Record.

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### Liquid paracetamol

- Centres are required to have at least one bottle of liquid paracetamol. Other fever reducing medications such as Nurofen are not permitted.
- Fevers are common in children and in isolation may not indicate serious or infectious illness. If a child seems well and is happy, there is no need to treat a fever with liquid paracetamol.
- One dose of liquid paracetamol can be administered (as per product instructions) to a child with a fever when:
  - A child appears unwell and has a temperature above 38.5°C **AND**
  - Written parent/guardian authorisation has been obtained via the *Enrolment Booklet/Online Form* **AND**
  - Verbal parent/guardian (or emergency contact, child's nominated doctor, Triple 0 operator) authorisation has been obtained via telephone.
- When one dose of liquid paracetamol has been administered to treat a fever:
  - Ask the parent/guardian to collect their child as soon as possible.
  - Complete a [Child/Centre Incident Record](#) **AND** *Medication Authorisation Record*. Ask parent/guardian to review and sign both forms upon collection.
  - Record illness on [Illness Register](#).
- One dose of liquid paracetamol can be administered to a child for pain as a result of an injury obtained at the centre when:
  - Written parent/guardian authorisation has been obtained via the *Enrolment Booklet/Online Form* **AND**
  - Verbal authorisation has been obtained from Triple 0 operator.

### Emergency Medication - Adrenaline and Salbutamol

- Centres are required to have at least one Adrenaline autoinjector (EpiPen) and one Salbutamol inhaler (Ventolin) (emergency medication) in case of a child (undiagnosed) experiencing an anaphylactic or acute asthma medical episode for the first time at the centre.
- Store emergency medication in a known location that is inaccessible to children, but easily accessible (not locked) to educators in an emergency. Storage location must be [clearly signed](#).
- Written parent/guardian authorisation for administering emergency medication is obtained via the *C&K Enrolment Booklet/Online Form*.
- Centres are required to maintain a non-authorisation register listing children that do not have written parent/guardian authorisation to administer emergency medications. Create register via Kidsoft (branch centres).
- For further instructions, including emergency first aid steps, refer to [Anaphylaxis and Allergies](#) and [Asthma Guidelines](#).

### Teething gel

- Before administering teething gel, attempt other methods of relieving teething pain e.g., teething rings.
- Parents/guardians are required to:
  - Supply teething gel product in its original container. Educators are unable to administer homemade products.
  - Clearly labelled product with the child's name.
  - Provide an adequate supply of product.
  - Provide written authorisation by completing the *Medication Authorisation Record*.
- Administer teething gel as per product instructions.
- Only apply product to relevant child, not to other children.
- Do not apply product if it has expired.

### Sunscreen, insect repellent and over the counter ointments

- Parents/guardians can choose to provide a specific sunscreen, insect repellent and over the counter ointments (applied to child's bottom at nappy changes) for their child. Parents/guardians are required to:
  - Supply the product in its original container. Educators are unable to apply homemade sunscreens, insect repellent and ointments.
  - Clearly label product with child's name.
  - Provide an adequate supply of product.
  - Complete *Sunscreen Authorisation* **OR** [Cream, Ointment, Insect Repellent Authorisation](#).
- Only apply product to relevant child, not to other children.
- Do not apply product if it has expired.
- Apply sunscreen every 2 hours when in the sun as per [Sun Safety Procedure](#).
- Apply insect repellent and over the counter ointments as per product instructions.

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### Products that cannot be administered by educators

- Over the counter and homeopathic medications cannot be administered by educators unless written instructions from a registered medical practitioner have been provided.
- Essential oil and homemade products cannot be administered by educators.

### Medication storage and disposal

- Store medication as per product instructions, in a location that is inaccessible to children, but easily accessible (not locked) to educators. Storage location must be clearly signed.
- Store medication requiring refrigeration in a locked box in a refrigerator.
- Immediately prior to administration, remove medication from storage location and return immediately after the medication has been administered.
- Used and expired medications can be provided to local pharmacy for disposal.

### Parent/Guardian Responsibilities

- Share information about their child's health and medication needs upon and throughout enrolment.
- Consider whether their child who requires medication is well enough to attend the centre.
- When their child requires medication whilst attending the centre, complete *Medication Authorisation Record*.
- Hand medication to an educator upon arrival. Do not leave medication in child's bag.
- Upon collection of their child, review the completed *Medication Authorisation Record*, speak with educators about child's health needs and take medication home.
- Provide an adequate supply of medication and the necessary equipment to administer medication.
- If their child is receiving regular medication at home and not at the centre, inform educators i.e., name of medication, purpose, and possible side effects.