

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.

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

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.

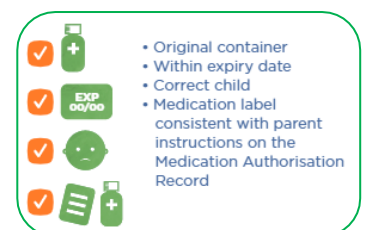
Written instructions from a registered medical practitioner is NOT required for liquid paracetamol*, over the counter teething gel, over the counter ointments (products applied to bottoms at nappy changing) and emergency medications i.e. Adrenaline and Salbutamol.

*Except for ongoing pain management prescribed by a medical practitioner. Please refer to page 2 of this procedure

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"> • Current First Aid qualified • Administers the medication • Whenever possible, must be a permanent educator/not a casual educator • Wash hands before and after administering medication • Complete relevant sections of the <u>Medication Authorisation Record</u> 	<ul style="list-style-type: none"> • Current First Aid qualified • Observes the entire process of administering the medication • Complete relevant sections of the <u>Medication Authorisation Record</u>.
<p>Educator 1 AND 2 must complete necessary checks to ensure the medication:</p> <ul style="list-style-type: none"> • is contained in its original container • has not expired • is administered to the correct child AND • is administered as per parent/guardian instructions recorded on the <u>Medication Authorisation Record</u> and the written instructions of registered medical practitioner*. 	



*Important to note:

Antibiotics must be administered at regular intervals to be effective. If required, it may be necessary to wake a sleeping child to administer a scheduled dose. If the written instructions are unclear (e.g. written instructions of the registered medical practitioner state three times a day rather than time intervals between medication) or you have any concerns regarding the administration of medication, telephone C&K Quality and Regulation team (3513 2957) and then if required healthdirect (1800 022 222) for advice.

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 cannot self-administer medication.

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:	For ongoing pain management as prescribed by a registered medical practitioner when:
<ul style="list-style-type: none"> ○ Written parent/guardian authorisation has been obtained via the <i>Enrolment Booklet/Online Form</i> AND ○ Verbal authorisation has been obtained from Triple 0 operator 	<ul style="list-style-type: none"> ○ Written parent/guardian authorisation has been obtained via the <i>Medication Authorisation Record</i> ○ The written instructions are provided by the registered medical practitioner.

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](#).

In an anaphylaxis or asthma emergency, C&K employees with current first aid qualifications are permitted to administer appropriate emergency medication without parent consent (*s94 - Exception to authorisation requirement—anaphylaxis or asthma emergency*). This exception can be relied upon even where a parent has responded “No” to the administration of an Epi-pen and/or Salbutamol consent questions in the child’s *Enrolment Booklet/Online Form*.

- It is important to note that, s94 requires:
 - (a) the centre **must** notify emergency services; and
 - (b) the centre **must** notify the child’s parent as soon as practicable.

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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.

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.