

1.0 Introduction

The safe administration of medication requires attention to detail, good record keeping and effective communication between parents / guardians and educators. This procedure should be read alongside the Medical Conditions and Exclusion Due to Illness Procedures and the Administering Medication Poster.

2.2 Responsibilities

Parent/Guardian

- Share information about their child's health and medication needs upon and throughout enrolment.
- 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 to educators about their child's health needs and take the medication home.
- Provide an adequate supply of medication and the necessary equipment to administer the medication.
- Consider whether their child who requires medication is well enough to attend the centre.
- If their child is receiving regular medication at home and not at the centre, inform educators. Advise educators of the medication, its purpose, and any possible side effects.

Centre/Educator

- Inform families of this procedure upon and throughout enrolment.
- Maintain open and regular communication with parents/guardians about children's health and medication needs.
- If a medication is not supplied on a given day and it is not required for a life-threatening medical condition, the centre Director will determine if it is safe for the child to attend the centre.

3.0 Medication can be administered to a child when:

- Written parental/guardian authority has been obtained via Medication Authorisation Record **AND** Written instructions* have been provided i.e. prescription label from a registered medical practitioner.
- When a parent/guardian cannot be contacted, authorisation can be sought from:
 - a child's nominated emergency contact (as per the C&K Enrolment Booklet/Online Form) **OR**
 - a registered medical practitioner **OR**
 - Triple 0 operator.

4.0 Authorisation- Anaphylaxis and acute asthma emergency medication

- Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin) are kept in case of children

(undiagnosed) experiencing anaphylaxis or acute asthma for the first time whilst attending a centre. Parent/guardian written authorisation for this medication is obtained via the C&K Enrolment Booklet/Online Form.

- Maintain a non-authorisation register and store in the same location as the Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin). This location must be clearly signed, known by all employees (including casuals) and be easily accessible in a medical emergency. A non-authorisation register can be created via Kidsoft (branch centres).
- Return used and expired asthma and anaphylaxis medications to your local pharmacy for disposal.
- In the event of anaphylaxis and an acute asthma emergency:
 - Contact emergency services (Triple 0) and follow their instructions.
 - Follow the instructions of the Triple 0 operator where a parent / guardian has not given written authorisation to administer Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin).
 - Contact the child's parent / guardian as soon as practical.

5.0 Administering medication

- Two educators must be present when medication is administered. Both educators must be qualified first aiders.
 

- When administering medication, both educators must ensure the medication:
 - Is in the original container
 - Includes pharmacy label details*:
 - the name of the prescribing registered medical practitioner.
 - the name of the child to whom the medication is to be administered.
 - instructions that are consistent with information provided by parent/guardian via the Medication Authorisation Record.
 - Has not expired
 - Is administered to the correct child.
- Record the administration via Medication Authorisation Record**.

6.0 Medication storage

- Store medication as per product instructions, in a location that is inaccessible to children, but easily accessible and known to educators. Storage location must be clearly signed and not locked.
- Store medication requiring refrigeration in a locked box in a refrigerator.

*The 2 exceptions for this are emergency medication for anaphylaxis acute asthma (see section 4 of this procedure) and insulin for children with diabetes. Individual vials of insulin will not have a pharmacy label. A child's dosage card authorised (signed and dated) by appropriately qualified health professional is in lieu of a pharmacy label.

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

- Remove medication from storage immediately prior to administration and return immediately after the medication has been administered.

7.0 Teething gel

- Attempt other methods of relieving teething pain (e.g. teething rings) before administering teething gel.
- Teething gel must be supplied by the parent/guardian and administered as per product instructions.
- Teething gel can be administered to a child for teething pain when the parent/guardian has provided written permission via *Medication Authorisation Record*.

8.0 Liquid paracetamol

- One single dose of liquid paracetamol may be administered as per this procedure, under the following conditions:
 - The child appears unwell **AND**
 - The child's temperature has exceeded 38.5°C*. If the child is less than 3mths old and has a fever above 38°C, advise parent/guardian to take the child to a doctor **AND**
 - The parent/guardian or child's emergency contact has provided verbal permission via telephone **AND**
 - The parent/guardian has provided written permission via the *C&K Enrolment Booklet*.
- Liquid paracetamol can be administered for pain when written parent / guardian authorisation has been obtained via *Medication Authorisation Record* **AND** it has been prescribed by a registered medical practitioner i.e. prescription label.
- Due to the different types of children's liquid paracetamol (i.e. syrup, elixir, suspension and infant drops), carefully review and administer as per product instructions.
- When paracetamol has been administered due to fever:
 - Ask the parent/guardian to collect their child as soon as possible.
 - Complete an *Incident Record* **AND** *Medication Authorisation Record*. Ask parent / guardian to review and sign both forms upon collection.
 - Record illness on *Illness register*.

9.0 Ointments, creams and essential oils

- With the exception of insect repellent and sunscreen, centres will not supply any ointment or cream for children.
- An ointment or cream can be applied if the:
 - Parent / guardian supplies the product (with the child's name) **AND**
 - Parent / guardian completes a *Cream, Ointment, Insect Repellent Authorisation* **AND**
 - Product is within its expiry date.

- Educators are not permitted to administer or apply essential oil products. Parents / guardians can administer or apply essential oils to their child upon arrival, and / or visit during the day to administer or apply.

10. Parents / guardian supplying sunscreen and insect repellent

- Branch centres will provide sunscreen and insect repellent. However, parents / guardians can choose to provide a specific sunscreen or insect repellent product for their child.
- The product must be supplied in its original container, and clearly labelled with the child's name.
- The parents / guardians must ensure an adequate supply is maintained at the centre.
- Educators will not apply any product if it is beyond its expiry date.
- The parent / guardian must complete the relevant form:
 - Sunscreen Authorisation* **OR**
 - Cream, Ointment, Insect Repellent Authorisation*.

11. Self- administration by school age children

- School aged children are permitted to self-administer medication where the child's parent/guardian have provided prior written authorisation via *Medication Authorisation Record*.
- The self-administration of medication must be supervised by 2 educators to ensure the medication is administered correctly as per *Medication Authorisation Record* and registered medical practitioner's instructions.
- After the child has administered the medication, both educators will complete the *Medication Authorisation Record*.

* Fevers are common in children and in isolation may not indicate serious or infectious illness. If the child seems well and is happy, there is no need to treat a fever. Paracetamol may be administered for a lower temperature if a child has a history of febrile convulsions and a written medical management plan authorised by a registered medical practitioner has been provided.