

Procedure SO:01.08 Administration of medication

Policy – Workplace Health and Safety

Area – Service Operations

Document Control

Responsible Officer: Chief Operations Officer	Procedure Number: SO:01.08
Contact Officer: Early Childhood Education Manager / Consultant	Policy: SO:01 Workplace Health and Safety
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Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K Board, C&K staff, C&K Central, C&K branch centres, C&K affiliate centres*, children, parents, volunteers, contractors and visitors.

*This procedure is optional for C&K affiliate centres.

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 *SO03.09 Procedure Medical Conditions*, *SO01.06 Procedure Exclusion due to illness* and the *Administering medication poster*.

Procedure

1.0 Responsibilities

1.1 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 [SO01.08.F1 Form Medication Authorisation Record](#).
- 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.
- Hand medication to an educator upon arrival. Do not leave medication in child's bag.
- 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.

1.2 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.

2.0 Medication can only be administered to a child when:

- Written parental / guardian authority has been obtained via *Form SO01.08.F1 Medication authorisation record* **AND** written instructions (i.e. pharmacy label) from a registered medical practitioner have been provided.*
- 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*) **OR** a registered medical practitioner **OR** Triple 0 operator.

*The only exception is for anaphylaxis and acute asthma emergency medication (please refer to section 2.1 of this procedure).

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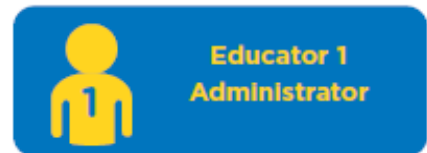
2.1 Authorisation - Anaphylaxis and acute asthma emergency medication

- 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*.
- 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.
- 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.

*A non-authorisation register can be created via Kidsoft (branch centres).

3.0 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 *SO01.08.F1 Form Medication authorisation record*.
 - ✓ Has not expired
- Record the administration via *SO01.08.F1 Form Medication authorisation record*.



4.0 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.
- Remove medication from storage immediately prior to administration and return immediately after the medication has been administered.

5.0 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 *SO01.08.F1 Form Medication authorisation record*.

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6.0 Liquid Paracetamol

- One single dose of liquid paracetamol may be administered in accordance to 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 3 months 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 *SO01.08.F1 Form 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 a *SO: 01.05. F1 Form Incident record* **AND** *SO01.08.F1 Form Medication authorisation record*. Ask parent / guardian to review and sign both forms upon collection.
 - Record illness on *SO: 01.06. F1 Form Illness register*.

* 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.

7.0 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 *SO.01.08. F3 Form 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.

7.1 Parents / guardians supplying sunscreen and insect repellent

- C&K 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:
 - *SO:01.01. F1 Form Sunscreen* **OR**
 - *SO:01.08. F3 Form Cream, ointment, insect repellent*.

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8.0 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 *SO01.08.F1 Form Medication authorisation record*.
- The self-administration of medication must be supervised at all times by educators to ensure the medication is administered correctly as per *SO01.08.F1 Form Medication authorisation record* and registered medical practitioner's instructions.
- After the child has administered the medication, the educator will record the time and dosage on the medication authorisation form.

Links to associated documents

SO.03.09	<i>Procedure - Medical conditions</i>
SO.01.08 F1	<i>Form - Medication authorisation / record</i>
SO.01.08.F3	<i>Form – Cream, ointment, insect repellent authorisation</i>
SO.01.05.F1	<i>Form - Incident record</i>
SO.01.06.F1	<i>Form - Illness register</i>
C&K Publication	<i>Poster – Administering medication</i>
C&K Publication	<i>Enrolment Booklet</i>

Acknowledgements and references

- Australian Children's Education and Care Quality Authority, *Guide to the National Law and National Regulations* (2011). (Accessed on: 01.05.19)
- Australian Children's Education and Care Quality Authority, *Guide to the National Quality Standard*. <https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates> (Accessed on 01.05.19)

Revision Record

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