

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

Document Control	
Responsible Officer: General Manager, Children's Services	Procedure Number: SO:01.08
Contact Officer: Children's Services Manager	Policy: SO:01 Workplace Health and Safety
Effective Date: July 17, 2017	Review Date: July 2019

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 services, C&K affiliate services*, children, parents, volunteers, contractors and visitors.

This procedure excludes C&K associate members.

*The administration of medication of Salbutamol inhaler (Ventolin) and Adrenaline (EpiPen) to children who are undiagnosed and experiencing acute asthma or anaphylaxis for the first time is optional for affiliate services. Affiliate services may wish to seek their own legal or insurance advice before adopting section 4 of this procedure. The Volunteer Management Committee must ratify section 4- *Authorisation - Anaphylaxis and acute asthma emergency medication*, before educators can implement.

Introduction

The safe administration of medication is an important part of promoting and protecting children's health, safety and wellbeing. Whenever possible, medication should be administered at home. However, C&K acknowledge this is not always feasible.

Procedure

1.0 Parent / guardian responsibilities

- Provide and share information about their child's health and medication needs upon and throughout enrolment.
- When necessary provide medication daily. Handover the medication to an educator upon arrival and take the medication home when collecting their child.
- Never leave medication in child's bag.
- Provide an adequate supply of the prescribed medication.
- Consider whether their child who requires medication is well enough to attend a service, if not keep the child at home.
- If a child is receiving regular medication at home and not at the service, inform educators. Advise educators of the medication, it's purpose and any possible side effects.
- If a child requires medication for four (4) weeks or more, a medical management plan (authorised by a registered medical practitioner) is required. For further information, refer to *SO: 01.09 Procedure Medical conditions*.

2.0 Educator / service responsibilities

- Inform families of this procedure upon and throughout enrolment.
- Maintain open and regular communication with parents / guardians about their child's health and medication needs.
- If a prescribed medication is not supplied on a given day, the Director / Certified Supervisor will complete a *SO: 01. F3 Form Risk assessment* to determine if the child can attend the service. The Director / Certified Supervisor will consult with their Children's Service Manager or Committee before making a decision.

Procedure SO:01.08

Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

- When a child is diagnosed with a medical condition (prior to enrolment and immediately after a diagnosis) all requirements of the *SO: 01.09 Procedure Medical conditions* must be implemented.

3.0 Authorisation

- Medication will only be administered to a child when:
 - Written parental / guardian authority has been obtained, and
 - Written instructions (i.e. medication label) from a registered medical practitioner have been provided. The only exception is for anaphylaxis and acute asthma emergency medication – please refer to section 4 of this procedure.
- In circumstances when a child's parents / guardians cannot be contacted:
 - The emergency contacts (who have been nominated by the parent / guardian to provide medication authorisation via the *C&K Enrolment Booklet*) can be contacted to provide authority to administer medication (Regulation 160).
 - Authorisation to administer medication can be obtained by a registered medical practitioner or an emergency service (e.g. Triple 0) (Regulation 93).

4.0 Authorisation - Anaphylaxis and acute asthma emergency medication (from 1 July 2017)

- 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 service.
- Parents / guardians are asked for their written authorisation (via *C&K Enrolment Booklet* or authorisation form) to administer Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin) in a medical emergency.
- Services are required to maintain an authorisation register. This register must be stored with the Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin). The location of the medication and register must be clearly signed, known by all employees (including casuals) and be easily accessible in a medical emergency. An authorisation register can be created via Kidsoft (branch services).
- Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin) can be administered without the written authorisation (i.e. medication label) of a registered medical practitioner.
- In the event of anaphylaxis and an acute asthma emergency and a parent / guardian written authorisation has not been provided to administer Adrenaline (EpiPen) and Salbutamol inhaler (Ventolin), follow the instructions of the Triple 0 operator.

5.0 Short term medication

- If a child requires medication for a short period of time, parents / guardians must complete a *SO: 01.08 F1 Short term medication authorisation / record form* for each day the child requires medication.

6.0 Long-term medication

- Parents / guardians are required to complete, sign and date a *SO: 01.08 F2 Form Long term medication authorisation / record*:
 - PART A - at least annually or when medication is replaced or expired.
 - PART B - when medication is long term but not administered regularly (e.g. epi-pen).
 - PART C - when medication is long term and administered daily.
- Educators to complete the 'Administration Record' (within the *SO: 01.08 F2 Form Long term medication authorisation / record* after the medication has been administered.

Procedure SO:01.08

Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

6.0 Prescribed medication

- The following requirements must be met when administering prescribed medication. Medication must:
 - be in the original container, bearing the original pharmacy label with the name of the registered medical practitioner who prescribed the medication and the name of the child to whom the medication is to be administered.
 - be within its expiry or use by date.
 - have a prescription label with clear instructions which are consistent with the information and instructions provided by the child's parent / guardian on the medication authorisation form.

7.0 Medication storage

- Educators must ensure medication is stored as per medication storage instructions, in a location that is inaccessible to children, but easily accessible and known to staff. Storage location must be clearly signed and not locked.
- Medication requiring refrigeration must be stored in a locked box in a refrigerator.
- Educators must ensure medication is removed from the storage immediately prior to it being administered, and is returned to the storage immediately after it has been administered.

8.0 Teething medication

- Educators will implement other methods of relieving teething pain (e.g. teething rings), as an alternative to teething gel.
- Educators may administer teething gel to a child, for teething pain, if the child's parent / guardian has provided their written permission (via *SO: 01.08 F1 Short term medication authorisation / record form*).
- Teething gel must be administered as per teething gel product instructions.
- Teething gel must be supplied by the parent / guardian.

9.0 Paracetamol

- One single dose of liquid paracetamol may be administered in accordance to this procedure, under the following conditions:
 - The child's parent / guardian or emergency contact has provided verbal permission, **and**
 - The child's parent / guardian has provided written permission via the *C&K Enrolment Booklet*, **and**
 - The temperature of the child has reached or exceeded 38°. 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.
- Due to the different types of children's liquid Paracetamol preparations (i.e. syrup, elixir, suspension and infant drops); educators must carefully review and strictly adhere to the product instructions.
- When paracetamol is administered due to a fever:
 - A parent/ guardian will be required to collect their child immediately. The child will be excluded from the service until fever has stopped for at least 24 hours.
 - A *SO: 01.05. T1 Incident record* and *SO: 01.08 F1 Short term medication authorisation / record form* must be completed and signed by the parent / guardian upon collection.
 - The illness must also be recorded in the *SO: 01.07. F1 Illness register*.

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

- Paracetamol **cannot** be administered for pain unless written permission / consent from the child's parent / guardian have been obtained (*SO: 01.08 F1 Short term medication authorisation / record form*) and it has been prescribed by a registered medical practitioner (i.e. prescription label).

10. Ointments and creams

- With the exception of insect repellent and sun screen, services 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 written on it),
 - the parent / guardian completes a *SO.01.08. F5 Form Cream and ointment authorisation*, and
 - The ointment or cream is within its expiry date.

11. Parents / guardians supplying sunscreen and insect repellent

- C&K services 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 with the child's name written on it.
- The parents / guardians must ensure an adequate supply is maintained at the service.
- Educators will not apply any product if it is beyond its expiry date.
- The parent / guardian must complete the appropriate form:
 - *SO:01.01. F1 Form Sunscreen*
 - *SO:01.08. F4 Form Insect repellent*

12. Self-administration by school age children

- School aged children are permitted to self-administer medication where the child's parent / guardian have provided their prior written permission (via medication authorisation form).
- The self-administration of medication must be supervised at all times by educators to ensure the medication is administered correctly as per the medication authorisation form 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.

Turn page

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

13. Administration of prescribed medication

<p>*With the exception of FDC and IHC, two educators must be present when medication is administered. One educator will complete the administration and the second educator will act as a witness to ensure all medication instructions are followed. Only qualified first aiders will administer medication.</p>		
Preparation	Administration	Post-administration
1. Wash and dry hands.	4. Both educators* will ensure supervision is maintained whilst medication is being administered.	6. Complete where relevant the medication form: <i>SO01.08 F1 Short term medication authorisation / record form</i> OR <i>SO01.08 F2 Long term medication authorisation / record form</i>
2. Access medication immediately prior to administering the medication. Medication must be inaccessible to children.		7. Store medication appropriately immediately after administration. Medication must be stored out of reach of children.
3. Both educators* will refer to the <i>SO01.08 F1 Short term medication authorisation / record form</i> OR <i>SO01.08 F2 Long term medication authorisation / record form</i> To ensure that: (a) the medication is the correct medication for the child (b) the dosage of the medication is correct (c) the time, date and circumstances of the administration is correct, and (d) the identity of the child to whom the medication is to be administered is correct.	5. Both educators* will refer to the <i>SO01.08 F1 Short term medication authorisation / record form</i> OR <i>SO01.08 F2 Long term medication authorisation / record form.</i> The administration of medication is: (a) from its original container, bearing the original label, and before the expiry or use by date (b) in accordance with the labelled instructions provided by the child's registered medical practitioner, and (c) In accordance with instructions provided by the child's parent / guardian on the medication form which are consistent with labelled instructions of the child's registered medical practitioner.	8. Wash and dry hands.
	9. Educator will discuss the administration of medication with the parent / guardian when the child is collected.	

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Service Operations

Links to associated documents	
SO.01.09	<i>Procedure - Medical conditions</i>
SO.01.08.F1	<i>Form - Short term medication authorisation / record</i>
SO.01.08.F2	<i>Form - Long term medication authorisation / record</i>
SO.01.08.F4	<i>Form - Insect repellent authorisation</i>
SO.01.08.F5	<i>Form - Creams and ointment authorisation</i>
SO.01.05.T1	<i>Template - incident record</i>
SO.01.07.F1	<i>Form - Illness register</i>
C&K Publication	<i>Enrolment Booklet</i>

Acknowledgements and references

- Health Practitioner Regulation National Law Act 2009 (QLD)
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealthPracRNA09.pdf>;
Accessed on: 14.04.15
- Australian Children’s Education and Care Quality Authority, *Guide to the National Law and National Regulations (November 2011)*. Accessed on: 14.04.15
- Australian Children’s Education and Care Quality Authority, *Guide to the National Quality Standard*. <http://acecqa.gov.au/resources-and-templates/> Accessed on: 14.04.15

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
4.0	5 Jan 2015	K Woods	5 Jan 2015	2 years	Jan 2017
5.0	20 Nov 2015	K Woods	25 Nov 2015	2 years	Nov 2017
6.0	2 June 2017	K Woods	2 June 2017	2 years	June 2019
7.0					