

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Operational

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: 25 November 2015	Review Date: November 2017

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 family day care services, C&K affiliate services, children, parents, volunteers, contractors and any visitors to C&K services.

This procedure excludes C&K associate members.

Introduction

The safe administration of medication is an important part of promoting and protecting children's health, safety and well-being. A clear and concise procedure will minimise risks and maintain the health, safety and well-being of children.

Whenever possible, medication should be administered by parents / guardians at home. However C&K acknowledge this is not always feasible.

Definitions & acronyms

In order to make this document as efficient as possible relevant definitions and acronyms specific to this policy have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

Procedure

1. **Responsibilities of parents / guardians:**

- Regularly share information about their child's health and medication needs with educators.
- When necessary provide medication daily. Handover the medication to educators upon arrival and take the medication home when collecting their child.
- Provide an adequate supply of the prescribed medication.
- Never leave medication in child's bag.
- 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, its purpose and any possible side effects.
- If a child requires medication for 4 weeks or more, a medical management plan must be developed and authorised by the child's registered medical practitioner. For further information, please refer to *Procedure SO: 01.09 Medical conditions*.

Procedure SO:01.08

Administration of medication



Policy – Workplace Health and Safety

Area – Operational

2. Responsibilities of educators:

- Inform families of this procedure at and during 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 must consult with their Children's Service Manager or Committee before making a decision.
- 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* are implemented.

3. Authorisation

- Medication will only be administered to a child when:
 - written parental / guardian authority (via medication authorisation form) has been obtained, and
 - written instructions (i.e. medication label) from a registered medical practitioner have been provided.
- 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 (regulation 93).

4. Short term medication

- If a child requires medication for a short period of time (less than four (4) weeks), parents / guardians must complete a *SO: 01.08 F1 Short term medication authorisation / record form* for each day the child requires medication.

5. Long-term medication

- If a child requires medication four (4) weeks or more, parents / guardians must:
 - Complete, sign and date a *SO: 01.08 F2 Long term medication authorisation / record form* to cover a period of no more than four (4) calendar weeks.
 - Communicate with educators daily when the medication was last administered by recording the time on the *SO: 01.08 F2 Long term medication authorisation / record form*.
 - At the conclusion of the period or if the child's medication needs to be changed (whichever is the earlier), complete a new *SO: 01.08 F2 Long term medication authorisation / record form*.

6. Prescribed medication

- Educators must not administer medication to a child unless all of the below requirements are met. The medication must:
 - Be in its 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.

Procedure SO:01.08

Administration of medication



Policy – Workplace Health and Safety

Area – Operational

- 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. Storage of medication

- Educators must ensure all medication is stored in a locked cabinet, drawer or box that is inaccessible to children.
- 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.

Please note – with the exception of Paracetamol a service must not supply or store any medication which is not prescribed to a child or staff member. This includes 'spare' / unprescribed Asthma or Anaphylaxis medication

8. Teething medication

- Educators will whenever possible investigate other methods of relieving teething pain (e.g. teething rings), as an alternative to medication.
- 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*) to do so in accordance with this procedure and instructions of the teething gel product.
- Teething gel must be supplied by the parent / guardian.

9. 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 degrees Celsius. 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, **and**
 - Due to the different types of children's liquid Paracetamol preparations (i.e. syrup, elixir, suspension and infant drops); educators must carefully check and strictly adhere to the product instructions and dosage, **and**
 - When contacted the parent/ guardian will be required to collect their child immediately. The child will be excluded from the service until well and fever is no longer present, **and**
 - 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*.
 - 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 instructions from a registered medical practitioner (i.e. prescription label) has been provided.

Procedure SO:01.08

Administration of medication



Policy – Workplace Health and Safety

Area – Operational

10. Application of ointments or 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 for all children. 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:
 - *Form SO:01.01.F1 Sunscreen*
 - *Form SO:01.08.F4 Insect repellent*

12. Self-administration by older 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.

Procedure SO:01.08 Administration of medication



Policy – Workplace Health and Safety

Area – Operational

13. Administration of medication

***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.**

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 – Operational

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 January 2015	K Woods	05/01/2015	Annual	2016
5.0	20 November 2015	K Woods	25 Nov 2015	Biannual	Nov 2017