

# Administration of Medication Policy

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## 1. Policy statement

### Values

This centre is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff, and any other persons participating in the program.
- Responding to the needs of the child if the child is injured, becomes ill, or is traumatised whilst attending the centre.
- Ensuring safe and appropriate administration of medication in accordance with legislative requirements.

### Purpose

This policy will clearly define:

- Procedures to be followed if a child requires medication.
- Responsibilities of staff, parents/guardians and committee/board.

## 2. Scope

This policy applies to the committee/board, staff, parents/guardians, children, volunteers and students involved with the centre.

## 3. Background and legislation

- *Children's Services Act 1996*
- Children's Services Regulations 1998 (CSR)
  - o Regulation 20(2)(g) requires services to put procedures in place for dealing with illness and emergency care
  - o Regulation 17 outlines the matters to be recorded in the medication book
  - o Regulation 16(i) requires a child's enrolment form to detail the name, address and telephone number of any person who has lawful authority to request or permit the administration of medication to the child
  - o Regulation 36(1) and (2) outline the requirements for the authorisation to administer medication
- Health (Infectious Diseases) Regulations 2001
- *Occupational Health and Safety Act 2000*

## 4. Definitions

**DHS:** Department of Human Services

**Illness:** Any sickness and/or associated symptoms that affect the child's normal participation in the program

**Infectious disease:** A disease that could be spread, for example by air, water, interpersonal contact.

**Injury:** Any harm or damage to a person

**Medication:** Any substance that is administered for the treatment of an illness or condition.

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## 5. Procedures

### **The committee/board are responsible for:**

- Ensuring that staff have appropriate and sufficient supplies and equipment.
- Ensuring a staff member is on duty with a current first aid certificate at all times when children are in attendance.

### **The staff are responsible for:**

- Ensuring child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request or permit the administration of medication to the child, [CSR regulation 16(i).]
- Administering medication in accordance with CSR regulation 17 and 36(1)(2).
- Ensuring the medication book is available for parents/guardians to record information in during operational hours.
- Ensuring all details have been completed by parents/guardians in accordance with the Children's Services Regulations 1998 prior to administering medication.
- Providing parents/guardians with the option of completing a medication record which covers a six-month period, this record requires a current management plan to be completed, preferably by the child's medical practitioner. This procedure is applicable to medication for long-term treatment of conditions and emergency medications.
- Ensuring medication is inaccessible to children and in a child-proof container. (A child-proof container should also be provided in the refrigerator for medications requiring refrigeration).
- Contacting the parents/guardians during a medical emergency if medication is required. Two staff members must be given the permission. Verbal permission must be followed up with written authorisation within seven days of the medication having been administered, [CSR regulation 36(2)].
- Documenting situations where parents/guardians have provided oral authorisation, if the parents/guardians refuse to confirm the authorisation in writing within seven days these notes are to be kept with the child's enrolment record.
- Informing parents/guardians if an incident occurs where the child is administered the incorrect medication; administered the incorrect dose as prescribed in the medication book; staff forget to administer the medication; or the medication was administered at the wrong time. Consideration should also be given to notifying the child's doctor and/or DHS.
- Ensuring that any medication which is accidentally dropped is not administered to a child or returned to the original container.

### **The parents/guardians are responsible for:**

- Ensuring any medication to be administered is recorded in the medication book provided at the centre. Where a child requires long-term treatment of a condition that requires medication or a child requires emergency medication, parents/guardians may authorise the administration of the medication for a defined period (up to six months), providing a current medical management plan that defines the conditions for administration is provided.
- Ensuring medications to be administered at the centre are provided in their original container, bearing the original label, instructions and the expiry date.

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- Physically handing the medication to a staff member and informing them of the appropriate storage for the medication provided.
  - Labelling non-prescription medications and over-the-counter products (for example sun block, nappy creams) clearly with the child's name. The instructions and use-by-dates should be visible.
  - Ensuring that no medication or over-the-counter products such as sun block are left in a child's bag or locker.
  - Ensuring their child's enrolment details are up-to-date and provide current details of persons who have lawful authority to request or permit the administration of medication, CSR regulation 16(i).

#### 6. Related documents

- DHS, *Community Service Organisations Insurance Manual 2005-2006* available on the Funded Agency Channel or [www.vmia.vic.gov.au](http://www.vmia.vic.gov.au)
- DHS, *Children's Services Guide* [www.dhs.vic.gov.au/earlychildhood](http://www.dhs.vic.gov.au/earlychildhood)
- NHMRC(2005), *Staying Healthy in Child Care*, 4th edition, available at [www.nhmrc.gov.au/publications](http://www.nhmrc.gov.au/publications) or email [nhmrc.publications@nhmrc.gov.au](mailto:nhmrc.publications@nhmrc.gov.au) or telephone 1800 020 103 to request a free copy.

#### Centre policies

- Accident, Injury and Medical Emergency
- Anaphylaxis
- Asthma
- Illness

#### 7. Authorisation

This policy was adopted by *the Parkdale Preschool* committee /board, at the committee/board meeting on 18<sup>th</sup> April 2007.

#### 8. Review date

This policy shall be reviewed annually.

The next review date is May 2008.

#### 9. Evaluation

In order to assess whether the policy has achieved the values and purposes the committee/board will:

- Use a quality assessment tool, for example the Preschool Quality Assessment Checklist.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents/guardians survey.
- Take into account feedback from staff, parents/guardians regarding the policy.
- Monitor complaints and incidents regarding the administration of medication.