

QA2 – ADMINISTRATION OF MEDICATION PROCEDURE

INFORMATION

Administering medication to children is to be done with the utmost care and consideration. We consider it a high-risk practice and therefore take all reasonable precautions and make all efforts to ensure that it is done safely and in accordance with regulations and best practice.

This procedure is designed to ensure that:

- Children feel physically and emotionally well and safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.
- Families can expect that Educators will always act in the best interest of the children in their care, meet their children's individual health needs and provide information with regard to the centre's procedure on administering any medications.
- Educators feel competent to perform their duties, understand their duty of care requirements and are provided with sufficient information regarding the administration of medications.
- Management can have confidence in Educators and trust them to meet their duty of care, that clear policies and practices are in place, and that there is clear communication with families.

RESPONSIBILITIES

All team members, families, visitors, students and volunteers must comply with this procedure.

PROCEDURE

ADMINISTERING MEDICATION

Two Educators will be present during the time of medication administration, and they will follow the steps below:

1. Consult a child's medical management plan or completed medication form for administration direction.
2. Wash or sanitise hands thoroughly.
3. Confirm child's identity and ensure a match with the medication label.
4. Administer the medication in accordance with the labelled instructions provided by the child's medical practitioner, and parent / guardian.
5. Complete the required sections of the medication form.
6. Return medication immediately to its secure storage location.
7. Notify parent / guardian of medication administration upon collection of the child.

Please note:

- If parents fail to provide the medication in the correct and original container, or fail to provide medication at all, then the medication will not be administered. This excludes paracetamol, which may be provided by the Centre.

- The Nominated Supervisor / staff reserve the right to contact the child's health care practitioner if they are unsure about administering medication to a child, even if the parent/guardian has requested the medication to be administered
- The Nominated Supervisor / staff also reserve the right to refuse to administer medication if all of the above conditions are not met.

PRESCRIBED MEDICATION

If a child requires prescribed medication, parents/guardians must provide Educators with:

- The medication, in its original container, within its expiry/use by date, and with clearly labelled instructions from the child's registered medical practitioner
- A completed medication form
- An adequate amount of the medication.

Please note:

- The instructions on the medication form must match the instructions on the medication.
- That unless a child is over pre-school age and written authorisation has been provided as part of their Medical Management Plan, children will not be permitted to self-administer medication while at the centre.

NON-PRESCRIBED MEDICATION

- Teething gel can only be administered if a parent/guardian has provided a letter from the medical practitioner, written consent and once other soothing options have been explored.
- A centre will request written consent from the child's medical professional if the parent/guardian requests Educators to administer paracetamol or ibuprofen due to teething/slight fever.
- Over the counter, pharmacist ointments or creams should only be applied, if provided with a pharmacist label that states the child's name, purpose and frequency of application.
- A medication form must be completed for all non-prescription medication administered by educators.

ADMINISTERING PARACETAMOL

Unless otherwise specified in a child's medical management plan, a single dose of liquid paracetamol may be administered if:

- the temperature of the child has reached or exceeded 38 degrees celsius.
- the child has been in attendance at the centre for more than 4 hours. If less than 4 hours, paracetamol will not be given, other cooling methods will be administered (removal of some clothes, cool washer) and the parent or caregiver will need to collect the child immediately.
- the parent/guardian has provided written consent to do so. A signed medication form is required to be completed as soon as possible.
- done so in accordance with dosage and directions on the paracetamol packaging.
- the child's temperature will be monitored until the child is collected.
- If the child's temperature continues to increase, an ambulance may be called.

If paracetamol has been administered due to the above, parents/guardians will be notified, and asked to collect the child in accordance with our 'Unwell children procedure'.

AUTHORISED ADMINISTRATION WITH VERBAL CONSENT

In case of an emergency, administration of medication is authorised if verbal consent is obtained from a parent or person named in the child’s enrolment record as authorised to consent to administration of medication. If this person cannot be contacted, a registered medical practitioner or medical emergency services can provide verbal consent. If medication is administered to a child based on verbal consent from a registered medical practitioner or medical emergency services, the written notice will be provided to the parent/guardian as soon as practicable.

EXCEPTIONS IN AN ANAPHYLACTIC OR ASTHMATIC EMERGENCY

Medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. This will be done by Educators who have been trained in the management of anaphylaxis and asthma. If this occurs, the Nominated Supervisor must notify the parent/guardian of the child, and emergency services as soon as practicable.

STORING MEDICATION

Medication must be securely stored in a place that is easily accessible to Educators, but not to children. If it requires refrigeration, it must be stored in a refrigerator that is inaccessible to children. Once it has been used, it must be immediately returned to its secure storage location. Expired medication must be disposed of appropriately.

Centre owned medication will be stored in a central location. A sign alerting team members to the location of the medication will be displayed in the staff room & other appropriate locations.

REFERENCES

ACECQA (2018). *Guide to the National Quality Framework*. Retrieved 9 May, 2019 from <http://files.acecqa.gov.au/files/NQF/Guide-to-the-NQF.pdf>

Health Practitioner Regulation National Law Act 2009 (Qld)
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/H/HealthPracRNA09.pdf>

DOCUMENT CONTROL

| Date Reviewed | Modifications |
|-----------------|--|
| June 2019 | Reviewed and created new policy document and format. |
| 31 January 2022 | No change |
| 4 April 2023 | Clarification of no paracetamol within 4 hours of attendance |