



MEDICATION POLICY

National Quality Framework Quality Area, Standards & Elements

This policy relates to:

Quality Area 2 – Children’s Health and Safety

2.3 - Each child protected

2.3.3- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Quality area 6 – Collaborative partnerships with families and communities

6.1 Respectful supportive relationships with families are developed and maintained

6.2 Families are supported in their role and their values and beliefs about child rearing are respected

Quality Area 7- Leadership and Service Management

7.1.2- The induction of educators, co-ordinators and staff members is comprehensive.

7.3.2- Administrative systems are established and maintained to ensure the effective operation of the service.

7.3.5- Service practices are based in effectively documented policies and procedures that are Available at the service and reviewed regularly.

Aim

For the Centre Educators to adhere and follow appropriate procedures for administering medication.

When to use this Policy

When administrating appropriate medications.

Process Steps

Administering Medication

- A completed medication form is required from a parent or guardian prior to medication being administered.
- Over the counter nappy rash creams, teething gels and skin creams, will be accepted without medication form, however must be accompanied with a written instruction by the parent/guardian of when to be used and must be clearly labelled by parent/guardian with child’s name.
- Educators must document each time creams and teething gels are applied. These can be done on a nappy change chart, daily information chart or medication form.
- Prescription medication must clearly have the chemist label with specific instructions for that child as per regulations.

- Medications sold over the counter can be administered on parental permission however the instructions on the bottles must be followed at all times. These include; Paracetamol, Neurofen, Nasal sprays, cough medications, eye drops and antihistamines
- The centre may hold a Panadol on site, this must be stored correctly and parent consent over the phone witnessed by two educators must be obtained before administering. Correct administration/collection procedures must be followed. Parent or guardian must also be informed to collect their child from care as soon as practicable at the time consent for Panadol is sought.
- Medication is to be stored out of reach from children, either in a locked cupboard, high shelf or sealed container in the fridge. Medication is NEVER to be left in a child's bag.
- Educators are to check for the correct name on prescription, original container and expiry date.
- Where possible a Diploma or Bachelor trained educator who understands the policy and regulations around administration of medication, is to administer the medication to the child. Both educators are to follow the medication form – ensuring that the correct dose requested is what is advised on the bottle or by the Doctors instructions (Chemist label), firstly ensuring it is completed correctly, to measure correct dose and witness the administration to the child.
- Both Educators are to sign the medication form.
- Medicine is to be placed back in the correct storage facility, ready for collection.
- Where special requirements are needed for administering medication, such as nebulisers, Educators are to be trained and be familiar with the use of operating such devices.
- Blank Medication forms are to be kept in the children's rooms and once complete it is to be filed in the child's individual file in the office.

Educator Techniques

- To educate parents on the Centre's Medication Policy.
- Provide health information in the Centre's newsletter regularly
- To hold a current first aid certificate.
- To maintain up to date Educators immunisation
- To maintain up to date child immunisation records.

Standard/Element	National Law and National Regulations
2.1.3, 2.1.4,	regulation 77 Health, hygiene and safe food practices
2.1.4, 2.3.3,	regulation 85 Incident, injury, trauma and illness policies and procedures
2.1.4, 2.3.3,	regulation 86 Notification to parents of incident, injury, trauma and illness
2.1.4	regulation 88 Infectious diseases
2.1.4	regulation 89 First aid kits
2.1.1, 2.1.4,	regulation 90 Medical conditions policy
2.1.1, 2.1.4,	regulation 91 Medical conditions policy to be

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	provided to parents
2.1.1, 2.1.4	regulation 92 Medication record
2.1.1, 2.1.4	regulation 93 Administration of medication
2.1.1, 2.1.4	regulation 94 Exception to authorisation requirement—anaphylaxis or asthma emergency
2.1.1, 2.1.4	regulation 95 Procedure for administration of medication
2.1.1, 2.1.4	regulation 96 Self-administration of medication
2.3.3	regulation 97 Emergency and evacuation procedures
2.3.3	regulation 98 Telephone or other communication equipment
6.1, 6.2	regulation 157 Access for parents
7.3.5	regulations 168–172 Policies and procedures

Related Requirements

2.1.1, 2.3.3,	regulation 161 Authorisations to be kept in enrolment record
2.1.1, 2.1.4, 2.3.3	regulation 162 Health information to be kept in enrolment record
2.1.1, 2.3	regulation 168 Education and care service must have policies and procedures
2.1.3, 2.3	regulation 168(2)(a) Policies and procedures are required in relation to health and safety, including matters relating to: (i) nutrition, food and beverages, dietary requirements; and (ii) sun protection; and (iii) water safety, including safety during any water based activities; and (iv) the administration of first aid
2.1.4, 2.3.3	regulation 168(2)(b) Policies and procedures are required in relation to incident, injury, trauma and illness procedures complying with regulation 85
2.1.4	regulation 168(2)(c) Policies and procedures are required in relation to dealing with infectious diseases, including procedures complying with regulation 88

2.1.1, 2.3.3	regulation 168(2)(d) Policies and procedures are required in relation to dealing with medical conditions in children, including the matters set out in regulation 90
2.3.2	regulation 168(2)(g) Policies and procedures are required in relation to excursions, including procedures complying with regulations 100–102
2.3	regulation 168(2)(h) Policies and procedures are required in relation to providing a child safe environment
2.1.1	regulation 177 Prescribed enrolment and other documents to be kept by approved provider: (1)(b) an incident, injury, trauma and illness record as set out in regulation 87 (1)(c) a medication record as set out in regulation 92
2.1.1	regulation 178 Prescribed enrolment and other documents to be kept by family day care educator: (1)(b) an incident, injury, trauma and illness record as set out in regulation 87 (1)(c) a medication record as set out in regulation 92
2.3.3	regulation 168(2)(e) Policies and procedures are required in relation to emergency and evacuation, including the matters set out in Regulation 70
6.1, 6.2	section 172 Offence to fail to display prescribed information
6.1, 6.2,	section 175 Offence relating to requirement to keep enrolment and other documents
6.1, 6.2,	regulation 73 Educational programs
6.1, 6.2,	regulation 74 Documenting of child assessments or evaluations for delivery of educational program
6.1, 6.2,	regulation 75 Information about the educational program to be kept available
6.1, 6.2,	regulation 76 Information about educational program to be given to parents
6.1, 6.2	regulation 80 Weekly menu
6.1, 6.2	regulation 86 Notification to parents of incident, injury, trauma and illness
6.1, 6.2	regulation 111 Administrative space (centre-based services)
6.1	regulation 168(2)(k) Policies and procedures are required in relation to enrolment and orientation
6.1, 6.2	regulation 171 Policies and procedures to be kept available
6.1, 6.2	regulation 172 Notification of change to policies or procedures
6.1, 6.2	regulation 173 Prescribed information is to be displayed

Related Policies

Ambulance Procedure	Handwashing
Emergency	Infection Control
First Aid	Safety
Food Handling	

Sourced

Staying Healthy in Child Care 5th Edition, 2012,

Education and Care Services National Regulations 2011

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/nqf/edcareservices.pdf>

Education and Care Services National Law Act 2010

www.legislation.vic.gov.au/Domino/Web_Notes/.../10-069a.doc

Health & Safety in Children's Services: Model Practices and Policies 2nd Edition 2003 -

[www.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/\\$file/CCModelPolicies.pdf](http://www.med.unsw.edu.au/SPHCMWeb.nsf/resources/CCModelPolicies.pdf/$file/CCModelPolicies.pdf)

National Quality Framework Resource Kit

<http://acecqa.gov.au/links-and-resources/national-quality-framework-resources/>

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