



# CHILDREN'S SERVICES

## Administration of Medications Policy

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### 1. Introduction

Children's Services staff and Educators will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication, and compliance with the regulations. This policy refers to the administration of medication by staff & Educators to children in their care and to the administration of non-invasive medications such as oral and topical (skin) medications. Any other treatment must be agreed upon.

### 2. Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (a wholly owned subsidiary) Coast Community Connections LTD, and to its employees. This applies to Occasional Care, Out Of School Hours Care and to Vacation Care programs and services.

### 3. Policy

To facilitate effective care and health management of children who are taking medication for a health problem, prevention and management of acute episodes of illness or medical emergencies requiring administration of medication.

### 4. Procedures and Implementation

Children's Services and Educators should:

- 4.1 Ensure parents provide a summary of the child's health on enrolment.
- 4.2 Be informed in writing of any child enrolled who has a chronic health problem such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid.
- 4.3 Medication (including prescription, over-the-counter and homeopathic medications) will not be administered to children without authorisation by a parent or person with the authority to consent to administration of medical attention to the child.
- 4.4 If a child is on long-term medication (i.e. longer than a month), a management action plan, Health Risk Minimisation Plan/communication Plan appropriate to their medical condition must be completed by a doctor, parent, legal guardian or authorised person.
- 4.5 Ensure a medication record is completed and signed for every child and for each medication.
- 4.6 Ensure medication is only administered to a child enrolled at the service with the written permission of the child's parent, legal guardian or authorised person.
- 4.7 When administering medication to children staff and Educators will:

- 4.7.1 Ensure medication is administered to a child only from its original packaging before the expiry or use-by-date.
  - 4.7.2 Follow with any instructions attached to the medication or provided by a registered medication practitioner
  - 4.7.3 Ensure that prescribed medication is only administered to the child for whom it has been prescribed, from a container bearing a pharmacy label showing the child's name, and a current use by date, in accordance with any doctor's instructions relating to the administration.
  - 4.7.4 Record details of the administration of medication in the medication record.
  - 4.7.5 Check that the instructions on the Medication Authorisation form are consistent with both the doctor's instructions and the name and instructions on the label. If there is any doubt or inconsistency, the children's service's staff, Educators or service Nominated Supervisor should check with the doctor or pharmacist and advise the parent if it is considered the medication should not be administered.
- 4.8 A child **over pre-school** age may self-administer medication under the following circumstances:
- 4.8.1 Written authorisation is provided by the person with the authority to consent to the administration of medication
  - 4.8.2 Medication is to be provided to service staff and Educators, and they will provide it to children when required.
  - 4.8.3 Following practices outlined in the Dealing with Medical Conditions Policy including Anaphylaxis and allergies, Asthma and Diabetes.
  - 4.8.4 Self-administration of medication for children over pre-school age will be witnessed by two Educators or staff.
- 4.9 If an Educator or staff member feels doubt about the safety of administering any medication or treatment, the Educator or staff member will not administer the medication or treatment and refer the matter to the service Nominated Supervisor and seek advice from the parent/guardian, doctor, or the local Public Health Unit.
- 4.10 Educators or staff will not administer cough and cold medication that is brought over the counter to children less than two years of age unless it has been prescribed by a doctor or authorisation of another form has been provided by a doctor.
- 4.11 Ensure the staff member who is administering the medication has another staff member available to check the medication and dosage. They must complete a Medication record and advise parents of any child to whom medication has been given the following:
- 4.11.1 Name of the medication,
  - 4.11.2 Date, time, manner and dosage of administration,
  - 4.11.3 Name of the person who administered the medication,
  - 4.11.4 Name of the person who checked the medication.

- 4.12 Ensure that antibiotics are administered according to instructions and until the course is completed. A child receiving antibiotics must not attend the service for 24 hours after their first dose of antibiotics, to ensure that they have no adverse reaction.
- 4.13 If any medical or first aid information, instructions or medication labels are written in language other than English, ask the family to obtain an English version from their doctor or pharmacist to provide to the service staff or Educator.
- 4.14 In the case of medication being required in an emergency without prior consent, ensure every attempt is made to secure consent from the child's parent or legal guardian, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000.
- 4.15 Advise parents that medication prescribed for one child will not be administered to a sibling or another child.
- 4.16 Paracetamol and Ibuprofen will only be administered with parents/carer permission our Children's Services.
- 4.17 It is the parent's responsibility to ensure that staff/Educator, are aware of their child requiring medication. They need to ensure that the medication is given to a staff member/Educator to be stored appropriately.
- 4.18 Ensure medication is securely stored in a locked cupboard or container inaccessible to children. Medication that requires refrigeration should be stored in a childproof container.
- 4.19 Parents are responsible for collecting the medication at the end of the day.
- 4.20 Keep the Medication Form in a secure and confidential file. All health records of a child are required to be kept until the child turns 24 years old.

## **5. Related policies and forms**

Medical Conditions Policy

Enrolment forms

Medication Forms

Health Risk Minimisation Plan/Communication Plan

Medical Action Plans