

Moreland Early Years Management

ADMINISTRATION OF MEDICATION POLICY AND PROCEDURES

Mandatory – Quality Area 2

PURPOSE

Moreland Early Years Management places high priority on the health, wellbeing and safety of all children in their early years services. This policy and procedure will provide guidelines to all early childhood teachers and educators, staff and families when a child requires medication while attending a Moreland Early Years Management early years service.

This policy should be read in conjunction with the *Administration of First Aid, Anaphylaxis, Asthma, Dealing with medical conditions, Diabetes and Incident, Injury, Trauma and Illness Policies and Procedures*.

POLICY STATEMENT

The Moreland Early Years Management early years services are committed to:

- Providing a safe and healthy environment in which all children, early childhood teachers, educators and others attending the early years service can participate fully in all aspects of the program.
- Responding immediately to the needs of a child who is ill or becomes ill while attending the service.
- Ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

BACKGROUND AND LEGISLATION

All prescription medication must be administered to a child at a service with the authorisation of a parent or person with the lawful authority to consent to the administration of medical attention to the child.

Oral homeopathic, naturopathic, over the counter or non-prescribed oral medication will not be administered to any child while in Moreland Early Years Management Early years services, with the exception of children with a chronic health problem or life-threatening illness.

In the case of an anaphylaxis, asthma or diabetes emergency, medication may be administered to a child without authorisation following the direction of the child's medical management plan. In this circumstance, the child's parent and/or emergency services must be contacted as soon as possible (Regulation 94)¹ and relevant incident, injury, trauma and illness and medication record must be completed. All serious incidents must be reported to Moreland Early Years Management with 24 hours.

Medication and medical procedures can only be administered to a child:

- With written authorisation from the parent or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92);
- With two adults in attendance, one of whom must be an early childhood teacher or educator. One early childhood teacher or educator will be responsible for the administration and the other will witness the procedure;
- If the medication is in its original container, prescribed by a registered medical practitioner, is bearing the child's name, original label and instructions and before its expiry date.

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law Act 2010: Sections 173*
- *Education and Care Services National Regulations 2011: Regulations 90-96, 136, 168, 170-172.*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
- *Occupational Health and Safety Act 2004 (Vic).*
- *Public Health and Wellbeing Act 2008 (Vic).*
- *Public Health and Wellbeing Regulations 2009 (Vic).*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

PROCEDURES

All Moreland Early Years Management early childhood teachers and educators will be trained in “Providing an Emergency First Aid Response in Education and Care Settings” and knowledge and management of medical conditions, which may not be limited to asthma, diabetes and a diagnosis that a child is at risk of anaphylaxis at the early years’ service.

EARLY YEARS TEACHERS AND EDUCATORS

Moreland Early Years Management early childhood teachers and educators will:

- Ensure that a medication record is completed for each child requiring medication whilst at the early years service.
- Ensure that medication is not administered to a child being educated and cared for by the service unless:
 - the administration is authorised;
 - and administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner); and
 - the medication is from the original container, with the original label clearly showing the name of the child and before the expiry/use by date.

- Ensure that written and verbal notification is given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by emergency services.
- Ensure that medications are stored in a location that is inaccessible to children and according to the storage instructions (i.e. kept in the fridge).
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical and an incident, injury, trauma and illness and medication record is completed.
- Ensure that enrolment records for each child outline the details of persons authorised to consent the administration of medication to the child.
- Take reasonable steps to ensure that medication records are maintained accurately.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Inform families of the education and care service's medical and medication policies and procedures and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

MEDICATIONS KEPT AT THE EARLY YEARS SERVICE

Early childhood teachers and educators will ensure any medication, cream or lotion kept on the early years service premises will be checked once a term for expiry dates.

PARENTS

- Are required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Ensure medication is handed directly to an early childhood teacher or educator on arrival at the service for appropriate storage and not left in the child's bag or locker.
- Will complete Medication Record with the early childhood teacher or educator.
- Will keep children away from the care and education setting while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.

MEDICATION RECORD

The medication record must include the details as set out in Regulation 92 of the Education and Care Services National Regulation 2011. Refer to attachment 1 for the Medical record to be used in Moreland Early Years Management early years services.

ADMINISTRATION OF MEDICATION

Medication and medical procedures can only be administered to a child:

- With written authorisation from the parent or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92);
- With two adults in attendance, one of whom must be a permanent early childhood teacher or educator. One permanent early childhood teacher or educator will be responsible for the administration and the other will check the dosage of the medication to be administered and check the identity of the child to whom the medication is to be administered.

In the situation where there are two casual relief staff, contact must be made to Moreland Early Years Management early years manager.

- If the medication is in its original container bearing the child's name, dose and frequency of administration.

EMERGENCY ADMINISTRATION OF MEDICATION

- In the event of an emergency, the early years service must follow the Incident, Injury, Trauma and Illness Policy and Procedures and complete the Incident, Injury, Trauma and Illness Record and the medication record.
- In the event of an emergency and where the administration of medication must occur, the service must attempt to receive verbal authorisation by a parent of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- As a regulatory requirement, Moreland Early Years Management is required to notify of a serious incident to the Department of Education and Training (DET) within 24 hours.

ADMINISTRATION OF PARACETAMOL

Moreland Early Years Management early years services will not have paracetamol available for use at the service.

Early childhood teachers and educators will only administer paracetamol if it is accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for, and a medication record will be completed.

If a child presents with a fever at the education and care service, the family will be notified immediately and asked to organise collection of the child as soon as possible.

While waiting for the child to be collected, teachers and educators will implement the following procedures to reduce the child's fever and discomfort:

- Remove excess clothing to cool the child down.
- Offer fluids to the child.
- Encourage the child to rest.
- Provide a cool, damp cloth for the child's forehead.

- Monitor the child for any additional symptoms.
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

SUPERVISED SELF-ADMINISTRATION OF MEDICATION BY CHILDREN OVER PRESCHOOL AGE

- Moreland Early Years Management early years services will not permit children over preschool age self-administering medication.

TRAINING AND PROFESSIONAL DEVELOPMENT

Early childhood teachers and educators have access to information with regard to first aid management and treatment. It is an expectation that all early childhood teachers and educators are trained in “Providing an Emergency First aid Response in an Education and Care Setting.” All staff (including casual, relief and temporary staff) will be provided with the opportunity to become familiar with this and related policies.

DEFINITIONS

The terms defined in this section relate specifically to this policy and procedure. For commonly used terms e.g. Approved provider, Nominated Supervisor, Regulatory Authority etc. refer to General definitions section in the policy and procedure folder.

Approved first aid qualification: A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website:

<http://www.acecqa.gov.au>.

Medication (prescribed): Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is:

- authorised by a health care professional;
- dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

Medication (non-prescribed): Over-the-counter medication, including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath.

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes the child’s name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92).

Serious incident: A serious incident is defined in Regulation 12 as:

- the death of a child while being educated and cared for by the service

- any incident involving an injury or trauma, or the illness of a child that requires or ought to have required:
 - attention of a registered medical practitioner; or
 - attendance at a hospital
 examples include whooping cough, broken limb, anaphylaxis reaction
- any incident requiring attendance by emergency services
- a circumstance where a child appears to be missing, is unaccounted for, has been removed from the service contrary to the Regulations, or has been locked in or out of the service premises.

Moreland Early Years Management must notify the Regulatory Authority (DET) in writing within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)).

SOURCES AND RELATED POLICIES

Sources

- ACECQA provides lists of approved first aid training, approved emergency asthma management training and approved anaphylaxis management training on their website: <http://acecqa.gov.au/qualifications/approved-first-aid-qualifications/>
- ACECQA Guide to the NQF; Operational Requirements.
- Department of Education and Training; meeting children’s health care needs.
- First aid in the workplace: <http://www.worksafe.vic.gov.au>

Related policies

- *Administration of First Aid Policy and Procedure*
- *Anaphylaxis Policy and Procedure*
- *Asthma Policy and Procedure*
- *Dealing with Medical Conditions Policy and Procedure*
- *Diabetes Policy and Procedure*
- *Emergency and Evacuation Policy*
- *Excursions and Service Events Policy and Procedure*
- *Incident, Injury, Trauma and Illness Policy and Procedure*
- *Inclusion and Equity Policy and Procedure*
- *Nutrition and Active Play Policy and Procedure*
- *Privacy and Confidentiality Policy and Procedure*
- *Supervision of Children Policy and Procedure*

Attachments

Attachment 1: Administration of Medication Record

Authorisation

May 2019

Review date: May 2021

Moreland Early Years Management Medication Record

Parent Authorisation

(To be completed in the presence of a staff member)

Child's Full name :..... DOB:/...../.....

Medication Name:..... Medication Expiry Date:.....

Last Dose Given:

Date:/...../..... Time:..... am/pm Dosage given:.....

Request to administer:

Date:/...../..... Dosage to be given:

Times to be administered: Time:..... am/pm

Time:..... am/pm

Time:..... am/pm

Time:..... am/pm

Method to be administered (i.e orally via syringe, inhaled via spacer, smeared on skin)...

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Circumstances under which the medication is to be administered, (i.e if wheezing, as prescribed by medical practitioner etc)

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Full name of Parent:..... Signature of Parent:.....

Has the medication has been supplied in original container with the instructions provided by the pharmacist. Yes/No

Staff Administration

Child's Full name :..... Date:/...../.....

Medication Name:..... Medication Expiry Date:.....

Method medication was administered:.....

Administered By:

Name:..... Signature:.....

Dosage: Time:.....am/pm

Checked By:

Name:..... Signature:.....

Staff Administration Continued (if required)

Child's Full name :..... Date:/...../.....

Medication Name:..... Medication Expiry Date:.....

Method medication was administered:.....

Administered By:

Name:..... Signature:.....

Dosage: Time:.....am/pm

Checked By:

Name:..... Signature:.....

Parent Acknowledgement that medication has / has not been administered

Full Name: Signature:

Date:...../...../..... Time: am/pm

Additional notes for medication not being administered: