



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) ADMINISTRATION OF MEDICATION POLICY

Introduction

In supporting the health and wellbeing of children the use of medications may be required by children at PHWMCC. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

Aim

Families requesting the administration of medication will be required to follow the guidelines the preschool implements to ensure the safety of children and staff.

PHWMCC will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

Procedure

Medication

- In accordance with the *Education and Care Services National Regulations (2011)* only medications prescribed for the child by the child's doctor can be administered to a child whilst at preschool.
- Any herbal / naturopathic remedies or non prescribed medications (including paracetamol or cold medications) must be accompanied by a letter from the doctor or herbalist / naturopath detailing the child's name, dosage and expiry date for the medication.
- The medication **MUST** be in its original container with the original chemist label on it containing the following information:
 - Child's name
 - Name of medication
 - Dosage to be administered
 - Frequency of administration
 - Current use-by date
- Medication must be given to a staff member and **NOT** left in children's bags. The parent and staff member will then complete a *PHWMCC Medication Record*. The medication record must detail the name of the child, authorisation to administer medication signed by a parent or person named in the child's enrolment form as authorised to consent to administration of medication, the name of the medications to be administered, the time and date the medication was last administered, the time and date under which the medication should next be administered, the dosage of the medication to be administered and the manner in which it should be administered.
- Medication **WILL NOT** be administered at the preschool unless all the above information has been provided.
- Medication will be stored in the refrigerator in a locked and labelled medication container inaccessible to children. Medications not requiring refrigeration will be stored in a labelled medication container in a locked cupboard inaccessible to children.

- If a child requires medication at preschool, the following procedures are to be followed *each day* the child attends:
 - Two educators will administer medications at all times. One of these educators must have approved First Aid Qualifications in accordance with current legislation and regulations. Both educators are required to check the *PHWMCC Medication Record*, the prescription label and the amount of medication being administered.
 - Once the medication is administered, details of the administration including dosage administered, the time and date of administration and signatures from the administrator and the witness will be completed on the *PHWMCC Medication Record*.
 - Medication will be returned to the locked medication container after use.
 - Follow handwashing procedures before and after administering medication.
 - Parents are responsible for collecting medication from the staff at the end of the day.
- Educators should share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication.
- Educators will ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.

Ongoing Medication

- All families will be asked on their enrolment form to disclose if their child has any ongoing medical conditions.
- Prescription medication for ongoing medical conditions may be left at the preschool for administration if the preschool is provided with a Medical Management Plan for asthma or anaphylaxis, or another medical condition, signed by the treating medical professional. The Medical Management Plan must be a current one, and the medication must be within its use by date.
- *PHWMCC Medication To Remain at Preschool Form* will be completed by parents and staff.
- The *PHWMCC Ongoing Medication Form* will be completed by parents when they provide the medication to the preschool and by staff each time medication is administered.
- When medication is administered for a known condition on an as needed basis, the *PHWMCC Medication Record* will be completed, and parents will sign to acknowledge the administration when the child is collected.
- Ongoing medication will be checked at the start of each term by staff to confirm that the use-by date is still current. If a child's individual medication is due to expire or is running low, the family will be notified that replacement items are required.

Emergency Medication.

- In the case of a child urgently requiring the administration of medication for asthma or anaphylaxis, staff will administer the child's medication as indicated on the child's asthma or anaphylaxis Medical Management Plan. Parents do not need to be contacted prior to administering this medication. Parents will be informed as soon as possible after administration of medication.
- The preschool will purchase an Epipen, Ventolin and spacer, and an antihistamine to remain at preschool at all times. This will be checked at the start of each term by the Nominated Supervisor to ensure it is within the use by date.
- If a child has not been previously diagnosed with asthma or anaphylaxis, yet is displaying signs of an asthma or anaphylactic incident, the preschools Ventolin or Epipen can be given as part of an appropriate First Aid response. Parents will be informed as soon as possible after administration of medication.

- When emergency medication is given in the case of a serious asthma attack or anaphylaxis, an ambulance will also be called.
- Written and verbal notification will be given to a parent or other authorised person of a child as soon as practical if medication is administered to a child in an emergency situation when consent was either verbal, provided by medical practitioner or as a response to First Aid (in the case of Ventolin or an EpiPen)
- *PHWMCC Medication Record* and the *PHWMCC Incident, Injury, Trauma and Illness Form*, must be completed when any emergency medication has been administered, and the Regulatory Authority notified if an ambulance has been called to the preschool.

Paracetamol

- All families will be asked to sign authorisation on their child's enrolment form to administer Paracetamol in the case of a temperature reaching 38.5°C or above.
- If parents have not signed authorisation to give paracetamol, staff can gain authorisation over the phone. Staff must contact the parents first, or the emergency contact, by phone, and ask approval for medication to be given. The time/date and name of authorising person must be recorded.
- With parental approval, a prescribed dose of paracetamol will be administered to a child who has a temperature of 38.5°C or above when all other methods to lower the temperature have failed.
- To facilitate effective care and safe administration of paracetamol to a child with acute pain or fever, the preschool staff will:
 - First attempt to bring a child's temperature down by removing excess clothing, offering fluids to the child, encouraging the child to rest, providing a cool damp cloth for the child's forehead and monitor the child for any additional symptoms,
 - Contact the parent, guardian or nominated person in any case of a child being ill or developing a sudden fever while in care, manage the situation as an emergency, and ask the parent or nominated person to collect the child as soon as possible. Advise them to take the child to their doctor.
 - Give paracetamol if authorisation has been given.
 - Paracetamol is only to be administered once.
 - If paracetamol is needed to be administered, the *PHWMCC Medication Form* must be completed by staff and parents.
 - If a child is ill and family needs to be contacted, the illness section on the *PHWMCC Incident, Injury Trauma and Illness Record* " **must** be completed.
 - If a temperature continues to rise and authorisation to administer paracetamol has not been provided on the child's enrolment form or by phone contact, an ambulance will be called.
 - Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

Roles and Responsibilities

Nominated Supervisor will:

- Ensure that *PHWMCC Enrolment Forms* for each child will outline the details of persons permitted to authorise the administration of medication.
- Take reasonable steps to ensure that medication records and authorisations are maintained and updated accurately.
- Store medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Ensure that educators receive the medical and medication policies during their induction.

- Inform families of the PHWMCC’s medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Families will:

- Keep children away from the preschool while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.

DISCLAIMER

While\ staff will take all possible care in administering medication to children, the preschool accepts no responsibility in any case where a prescribed medicine is found to be inappropriate in any particular circumstance.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family’s ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions:

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children’s Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children’s Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related legislation:	Education and Care Services National Law Act 2010: Section 167 Education and Care Services National Regulations 2011: Regulations 90, 92-96, 160, 172, 177, 181-184
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Related Guidelines, Standards, Frameworks:	National Quality Standard, Quality Area 2: Children’s Health and Safety, National Quality Standard, Quality Area 7: Governance and Leadership (7.1.2)
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Sources:	Community Early Learning Australia – Sample Medication Administration Policy
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Relevant Documents: PHWMCC Enrolment Form
PHWMCC First Aid Policy
PHWMCC Infectious Diseases and Illnesses Policy
PHWMCC Medical Conditions Policies
PHWMCC Medication Record
PHWMCC Ongoing Medication Form
PHWMCC Medication To Remain at Preschool Form
PHWMCC Incident, Injury, Trauma and Illness form
PHWMCC Management of a Temperature Procedure

Policy reviewed: October 2019

Next review date: October 2022