



# Administration of Authorised Medication Policy

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## NQS

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| QA2 | 2.1.2 | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.   |
|     | 2.2.1 | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

## National Regulations

|      |    |  |
|------|----|--|
| Regs | 90 | Medical conditions policy  |
|      | 91 | Medical conditions policy to be provided to parents                      |
|      | 92 | Medication record  |
|      | 93 | Administration of medication   |
|      | 94 | Exception to authorisation requirement - anaphylaxis or asthma emergency |
|      | 95 | Procedure for administration of medication                               |
|      | 96 | Self-administration of medication  |

## EYLF

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|-----|---|
| LO3 | Children take increasing responsibility for their own health and physical wellbeing.<br>Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community |
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## Aim

Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

## Related Policies

Emergency Service Contact Policy  
Enrolment Policy  
Incident, Injury, Trauma and Illness Policy  
Medical Conditions Policy



## Implementation

Our service and educators will only administer medication to children if it is authorised by parents (or by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

This covers products like sunscreen and nappy cream.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child.

### **Administration of Medication (non-emergency)**

Educators will administer medication to a child:

1. if the medication is authorised in writing by a parent or other authorised person and
  - is the original container
  - has not expired
  - has an original label and instructions that can be clearly read and, if prescribed by a doctor, has the child's name, or has a dispensing label from a pharmacy - see over the counter medication.
  - is administered in accordance with any instructions on the label or from the doctor/pharmacist.
2. after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

Anyone delivering a child to the service must not leave medication in the child's bag or locker.

Medication must be given directly to an educator on arrival for appropriate storage.

### **Over the Counter Medication (non-prescription medication)**

Our service does not administer over the counter medication unless it has been prescribed by a medical practitioner and there is a letter from the doctor explaining the purpose of the medication, such as Ventolin. Medications such as Panadol may mask the symptoms of other, more serious illnesses and our educators are not qualified medical professionals.

However, we will administer nappy cream and sunscreen without prescription by a doctor if a parent or authorised person authorised this.



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All medications provided must come with a dispensing label stating that it is for the child, and with instructions on how and when to administer the medication. This can be request at the pharmacy and applied by the chemist the ensure that the medication is appropriate for the child. This will often be placed on the box, and as such medications must remain in original packaging.

Re: Nappy Creams and Sunscreens.

We may ask for dispensing labels on nappy creams or sunscreens that contain specific active ingredients to ensure we are using them appropriately. Families should be aware that they should have used the creams or screens at home first before bringing them into the preschool to ensure there is not going to be a reaction from the child.

### **Administration of Medication in emergencies other than anaphylaxis or asthma emergencies**

1. Educators will administer medication to a child in an emergency:
  - if a parent or other authorised person verbally authorises the administration of the medication or
  - they receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent, and provide written notice to the parent, as soon as possible.
4. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

### **Administration of Medication during Anaphylaxis or Asthma Emergencies**

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child's parent and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child's parent in writing as soon as possible.
5. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma or Illness Record.



## Medication Record

Parent/ caregiver (in conjunction with an educator) will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication,
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next
- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.

We will use the Medication Record template published by the national authority ACECQA currently at <http://www.acecqa.gov.au/SearchResults.aspx?keywords=medication+record>

**When a child is not on a regular regime of medication (ie medication is NOT required on a daily basis) we require the parent to sign each time medication is required (this is also noted on the Medical Conditions Communication Plan – front page)**

## Sources

Education and Care Services National Regulations 2011  
National Quality Standard  
Early Years Learning Framework

## Review

The policy will be reviewed annually by:

- Management
- Employees
- Families
- Interested Parties

## Application

| Effective date | Review Date |
|----------------|-------------|
| Oct 2023       | 2024        |
| March 2018     | 2019        |
| June 2017      | 2018        |
| September 2013 | March 2014  |



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### Approved / Reviewed

| Approved by             | Date                       | Review Due date |
|-------------------------|----------------------------|-----------------|
| Barbara Black           | Oct 2023                   | Oct 2024        |
| SPC Preschool Committee | 31/3/18                    | 2019            |
| SPC Preschool Committee | 8/5/17 2017 – as per email | 2018            |
| SPC Preschool Committee | June 2014                  | 2015            |
| SPC Preschool Committee | September 2013             | 2014            |



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### Document Control

| Issue | Date        | Author   | Change Description                             |
|-------|-------------|--|--|
| 5     |             |  |  |
| 4     | March 2018  | Lisa Collins                                     | New policy - written by Rachel at Rare Support |
| 3     | June 2017   | Lisa Collins                                     | Review and Update – minimal change             |
| 2     | June 2014   | Lisa Collins/<br>Centre Support<br>(Mar Updates) | Review and Update                              |
| 1     | August 2013 | Centre Support                                   |  |