



# Medication

## Policy Statement

*NBCA understands the high responsibility associated with the administration of medication and the necessity to adhere to strict guidelines.*

## Implementation

- If a child has a medical condition (chronic or acute) and medication has been prescribed to manage the condition, families must provide in date medication along with an accompanying action plan or complete a medicine authorisation form. Educators will document the administration of such medication and the collecting authorised person will sign at the end of the day when medication has been administered.
- Staff and educators will have access to training and current information in relation to the administration of medication, asthma, anaphylaxis and medical emergencies.
- Only qualified educators who have current First Aid qualifications will be permitted to administer any medications as well as Ventolin or an EpiPen, and will do so with a witness present. The witness must hold the same qualifications.
- In the event of a child receiving asthma or anaphylaxis medication after a severe attack or allergic reaction, an ambulance will be called.
- In the event of a staff member suffering a severe asthma or anaphylactic attack or allergic reaction, an ambulance may be called at the discretion of the director or responsible person in charge of the service.
- All prescription medication must record the child's name; date prescribed, dosage and expiry date clearly printed on the container. Educators will not administer any medication prescribed for another person or is past the expiry date printed on the container.
- Children beginning a course of antibiotics may be excluded from the service for twenty four (24) hours from the time they commenced the course, depending on the circumstances. This ensures the child has no adverse reaction to the medication whilst in care, and allows time for the child to recover to a condition suitable for an education and care service.
- Families must ensure they adhere to doctors' advice and medical certificate instructions.
- All naturopathic/homeopathic treatments must be accompanied with a letter from the registered natural therapist. The child's name, date of issue and expiry date must be clearly printed on the container.
- Non-prescription medications will be administered, as per age dosage recommended on the container, over a maximum of forty eight (48) consecutive hours. If over-the-counter medication (Panadol, Nurofen, Antihistamines) is needed for more than forty eight (48) hours within a one (1) week period, a letter from a medical professional, stating the child's name, the purpose of the medication and clear dosage directions must accompany the medication.
- Over the counter medication will not be given to a child if the recommended age is not appropriate without written consent from a medical professional.
- Continual over the counter medication must be accompanied by a letter from a medical professional.



- Prescription and over-the-counter creams for ongoing skin conditions can be applied for a period of time after consultation between staff and/or the director and families. Families must complete the Use of Cream and Lotions form prior to application. Creams and/or lotions are to be handed directly to an educator and not to be stored in children's bags.
- Medication will not be administered if past the expiry date.
- If medication instructions are written in a language other than English, families are to provide written instructions in English from a medical professional.
- Paracetamol will not be provided for educators or staff.
- Staff will not self-administer medication in the presence of any child.

## Paracetamol

- Family members are requested to sign consent on their child's enrolment form for paracetamol to be administered in the event of a child's auxiliary temperature reaching or exceeding **38 degrees Celsius** and the child is showing signs of being unwell. If not signed, educators will not administer paracetamol, and families **MUST** collect their child immediately. If the child experiences a febrile convulsion before a member of the family arrives, an ambulance will be called immediately.
- Staff will attempt to contact families before administering paracetamol, if consent is given on the child's enrolment form, it will be administered regardless of whether or not contact is made.
- Paracetamol will be administered according to the recommended dosage on container, and documented on the medication register for the family member to sign when collecting the child from the service.
- Paracetamol will not be administered as the first resort, unless instructed in writing by a family member (e.g. a child with a history of febrile convulsions). If the child does not appear to be in discomfort or pain they will be encouraged to rest in a supervised area, be regularly monitored and excessive clothing removed. Additional cooling techniques will not be applied by staff unless advised by a professional medical authority. Family members will be contacted and asked to collect their child as soon as practicable from the service.

## Medication Administration Procedure

- Medication, creams and lotions, are to be handed directly to an educator on arrival to the service to ensure it is stored and recorded correctly.
- Family members are to complete a Medication Form.
- Medications are to be stored in a designated cupboard inaccessible to children or in a secure medication box in the refrigerator.
- Educators will ensure instructions recorded on the form are consistent with the instructions and the prescription label, and will check each time the medication is administered.
- Medication will be administered as per the instructions on the medication.
- Two (2) permanent educators with current First Aid qualifications to check dose is correct before administering.
- Family members are required to sign the medication form at the end of the day when collecting both their child and the medication to verify the administration has occurred.



## Policy Links

### Policies:

- Authorisations and Acceptance
- Compliance and Quality Improvement
- Exclusion
- Hand Washing
- Health, Hygiene and Infection Control
- Incident, Injury, Trauma and Illness
- Medical Conditions
- Workplace Health and Safety

NQS: 2.1, 2.2 and 7.1

Regulations: 89 – 96 and 98

### Sources:

- National Quality Framework
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> edition) 2013

## Policy Document Status

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Committee Representative Signature:



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