

# Medications Policy

***Evidence of link to Regulations (ECSNR):***

Part 4.2 Div. 4.

R92 – 1, 3 (a to h, j, i – v)

R94

***Evidence of link to NQS::***

QA2, St2.1, E2.1.1, E2.1.4, St2.3,  
E2.3.2

Version	Date	Author	Change Description

**Policy Objective**

To ensure effective care and health management of children who require medication by the safe administration of medication in compliance with the regulation.

**Rationale**

It is important that if a child needs medication, they receive it promptly and in a hygienic manner. When children spend time in child care or other facilities they are exposed to a large number of children, increasing the opportunity for the spread of infectious diseases. This policy aims to ensure the safe storage and administration of medication to children, and that it is documented accordingly.

## Relevant Legislation:

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- Education and Care Services National Regulations, 2011
- Poisons and therapeutic Goods Act 1996 Act 31 of 1966 (NSW)
- Public Health Act 1991 (NSW)
- WHS Act

## Notes

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Sunscreen is excluded from this policy.

Refer to the Anaphylaxis Policy and the Asthma Policy for emergency administration of medication.

## Strategies and practices

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### Procedure:

1. On arrival at the centre, the centres Medication Form must be completed by a parent or guardian. All relevant details of the medication must be indicated on the form, and this must be confirmed by a staff member who will co-sign the form to accept the medication.
2. A laminated red cross will be placed onto the 'sign in' book indicating to staff that medication is required to be administered that day. A staff member in the room will also wear a wrist band to serve as a reminder.
3. Any medication supplied **must** be in the container in which it was dispensed and clearly show-
  - i. Child's name
  - ii. Name of medication
  - iii. Administering instructions
  - iv. Date of dispensing / expiry

### Medication will not be administered if it does not meet the above criteria.

4. All medications are to be stored in the medication in locked box in the cupboard or in the locked box in the kitchen fridge.

### Under no circumstances is the medication to be left in the child's bag

5. Staff administering the medication must hold a current Senior First Aid Certificate. Two staff members each check the medication at the time of administration for the 'five rights'

- i. **Right** Medication
  - ii. **Right** time
  - iii. **Right** manner (external, internal, ear nose etc)
  - iv. **Right** amount (measuring spoon, cup or syringe)
  - v. **Right** child
6. Parents will be asked to indicate their consent or otherwise to the administration of liquid paracetamol to their child, at the time of enrolment and then update it every twelve months.
  7. If a child has a temperature of greater than 38C, staff will refer to the Temperature Management Policy.
  8. Over the counter or herbal medication will not be given.
  9. In the case of creams and gels, administration will be at the discretion of the Nominated Supervisor or with a dated letter from an appropriate medical professional. The parent will be asked to indicate their consent to the administration of the cream or gel, by completing a Non Prescription Authorisation. The cream or gel will only be administered if it has been applied previously by the parent and the child has not experienced any adverse reaction.
  10. When a child is starting a course of antibiotics, they are not to attend the centre for the first 24 hours of the course. It is preferred that they also stay away for a further 24 hours (48 hours in total). Exceptions will be considered at the discretion of the Nominated Supervisor e.g. for repeat courses.
  11. All information regarding children's allergies and the appropriate action to be taken must be recorded on each child's Enrolment Form. All staff are to be informed of children's allergies and an allergy chart is to be displayed in each room.
  12. Children on long term medications must have a letter from their doctor stating the reasons for the medication and the appropriate dosages. An updated letter is required every four months if the centre staff are to continue giving the medication. In addition a Medication form supplied by the centre must be filled out by the parent each week. The centre must be notified of any changes.
  13. On arrival, parents are requested to indicate whether they have given their child any medication in the last 24 hours.
  14. In the event of a medical incident i.e. Overdose, the following action plan is to be followed.

## Action Plan for Medical Incident

### Minor Incident

If a minor incident give appropriate first aid and comply with Centre policy for handling spills of bodily fluid if needed.

Ring – Poison Information Hotline – ph. 131 126

Ring hospital Emergency number – ph. 4921 3000

Enquire as to the severity of the possible overdose and follow any directions.

Write a detailed report of the incident on a critical incident form.

## **Serious Incident**

If a serious incident where the child has stopped breathing, lost consciousness or not responding, apply first aid and / or CPR

Call for medical assistance of an Ambulance - 000

Call Poisons Information Hotline – xxxxxx

Follow any directions given until the ambulance arrives.

Notify parent of guardian or next of kin.

Notify the Nominated Supervisor of the incident.

Staff member to write a report of the incident on the Critical Incident Form

Nominated Supervisor to notify the insurance company of details of the incident.

Nominated Supervisor to notify the licensing authority of the incident

Nominated Supervisor to inform management about the incident and forward on a copy of the critical incident form to them.

The management will then discuss the incident and highlight any changes that need to occur.

## **References**

Education and Care Services National Regulation, 2011

Public Health Act 1991

Managing OHS in Children's Services, Tarrant, S 2002

## **Resources**

- The Royal Children's Hospital Melbourne: Centre for Child Health: Fact sheets for parents; policy briefs (EC research); Child care and children's health ( available in different languages).  
<http://www.rch.org.au/ccch/resources.cfm>
- Raising Children Network: Australian parenting resource.  
[www.raisingchildren.net.au](http://www.raisingchildren.net.au)
- Education and Care Services National Regulation, 2011

- Staying Healthy in Childcare, NMHRC Fourth Edition 2006 - [http: www.nhmrc.gov.au](http://www.nhmrc.gov.au)

<b>Policy Written by:</b>	<b>Position:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Approved Date:</b>	<b>Next review date:</b>

**Staff Sign:**