

# Administration of Medication Policy

## Purpose

Peak Sports and Learning will work closely with children, families and where relevant schools and other health professionals to manage medical conditions of children attending the service. The administration of medication carries obligations for both parents and staff. While parents must feel confident that the process is carried out efficiently and in accordance with medical prescription, staff must feel they are protected against any possibility that instructions have been misunderstood. For this reason, parents are expected to properly document their requirements and staff are expected to ensure that this has been done before any medication is administered. Medications will only be administered to children in accordance with the National Law and Regulations.

## Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Regulations: 92-96, 181-184  Law: Section 167	Standard 2.1.2, 6.2.1	<ul style="list-style-type: none"><li>- Parent Handbook</li><li>- Staff Handbook</li><li>- Providing a Child Safe Environment Policy</li><li>- Excursion Policy</li><li>- <b>Management of Incident, Injury and trauma Policy</b></li><li>- Infectious Disease Policy</li><li>- <b>Anaphylaxis Management Policy</b></li><li>- <b>Administration of First Aid policy</b></li></ul>	<ul style="list-style-type: none"><li>- Work Health and Safety Act 2011</li><li>- Individual Medical Management Plans and corresponding resources.</li><li>- My Time, Our Place: 1.2, 1.4, 3.1</li></ul>

## Procedures

### Medication for long term medical conditions:

- Where medication for treatment of long term conditions such as asthma, diabetes, epilepsy, anaphylaxis or ADHD is required, the service will require an individual medical management plan from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage of any medication as prescribed and how the condition is to be managed in the service environment.
- An exception to the following procedure is applied for asthma medication for severe asthmatics in which case the child may carry their own medication on their person with parental permission. Where a child carries their own asthma medication, they should be encouraged to report to an educator their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration using the **Self-Administration of Authorised Medication Record** including time, educator advised and if the symptoms were relieved.

- In the event of administration or self-administration of asthma medication the Responsible Person on duty (Centre Supervisor) will contact parents immediately or as soon as practical by phone call or text to inform them. The time of this contact will also be recorded on the **Self-Administration of Authorised Medication Record**.

### **Administration of Medication**

- Parents and Carers are requested to inform centre staff of any medication given to their child in the hours preceding their attendance at the service.
- No medication will be administered to a child or be self-administered while at the service unless prescribed by a Registered Medical Practitioner. If the medication is an over the counter drug it must be accompanied with a letter from a Registered Medical Practitioner stating the child's name, the dose required and the period for which this dose will be required.
- Medication may only be administered by the service or self-administered while at the service with written authority signed by the child's parent or other responsible person named in the child's enrolment record that is authorised by the child's parent/ guardian to make decisions about the administration of medication. This authority is provided on the **Medication Record Form** outlined below.
- Families who wish for medication to be administered to their child or have their child self-administer the medication at the service must complete a **Medication Record Form** providing the following information;
  - Name of child
  - Name of medication
  - Details of the date, time and dosage to be administered.
  - Where applicable, the time of last dosage.
  - Where required, indicate if the child is allowed to administer the medication themselves or have an educator do it.
  - Signature of family member
- In the event that an emergency requires verbal consent to approve the administration of medication, the service will provide written notice to the family as soon as practical after administration of the medication.
- An authorisation is not required in the event of an asthma or anaphylaxis emergency however the authorisation must be sought as soon as possible after the time the parent and emergency services are notified
- Medication must be given directly to an educator and not left in the child's bag. Educators will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.
- If anyone other than the primary caregiver is bringing the child to the service, a written permission note from the primary caregiver, including the above information, must accompany the medication.

- Before medication is given to a child, the educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage for the correct child with another educator who will also witness the administration of the medication.
- After the medication is given, the educator will record the following details on the **Medication Record Form**: Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.

### Self-Administration of Medication

- Our service permits children to self-administer medication. In this instance, the service will ensure that the **Self-Administration of Authorised Medication Record** is completed for each child using the service who self-administers medication. All self-administration of medication will be overseen by an Educator. A separate form must be completed for each medication if more than one is required.
- Permission for a child to self-medicate will be administered with the families written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- No medication will be administered to a child, or be self-administered while at the service, unless prescribed by a Registered Medical Practitioner. If the medication is an over the counter drug it must be accompanied with a letter from a Registered Medical Practitioner stating the child's name, the dose required and the period for which this dose will be required.
- In the event of a child having permission to self-medicate this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. The doctor must provide this plan.
- In one off circumstance the service will not make an exception to this rule and will require the families to complete the procedure for the educators to administer the medication.

### Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2017	March 2018	Directors	Nil – small amendments to procedures
2	March 2018	March 2019	Directors	Rewritten and edited to reflect 2018 updated Quality Standards. New procedures in place to record self-administration of authorised medications and the importance of communicating with parents at the time of asthma medication events.
3	April 2019	April 2020	Directors	Reviewed, no major amendments
4	February 2020	March 2022	Directors	Reviewed with no amendments. Moved to new document review timeline.