

ECEC POLICY

Administration of Medication	Document No:	r 90 r 92 - 95
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Responsible Officer: Early Childhood Coordinator	Authorising Officer: Family Services Manager	

The City of Greater Geelong is a Child Safe Organisation. We take the wellbeing and safety of children seriously and have zero tolerance for child abuse of any kind.

1. PURPOSE

The City of Greater Geelong Early Childhood Education and Care (ECEC) Services acknowledges that on occasions children will need to be administered either prescribed or non-prescribed medication, to assist in the treatment of a medical condition or illness.

2. SCOPE

ALL SERVICES:

To ensure all services facilitate the safe, effective care and health management of children who require the administration of medication.

In line with the **Paramountcy Principle (s2A)** every person involved in delivering our education and care services will ensure that the safety, rights and best interests of children is the **paramount consideration in all their decisions and actions**.

2. REFERENCES

- Education and Care National Regulations 2011
- Amendments 2017
- Education and Care National Law Act 2010
- Amendments 2017
- Education and Care National Quality Standard
- Child Safe Standard 2,5,6,8,9,11

3. ECEC POLICY

IN ALL SERVICES, MANAGEMENT WILL:

- Ensure there are clear written procedures for the administration of medication to children accessing the service.
- Ensure that procedures are regularly reviewed and consistently followed.
- Ensure that all Medical Action Plans involving the administration of medication, and their associated documentation are reviewed annually, or when a parent informs the Service of any changes to their child's diagnosis, treatment or medication.
- Provide families with clear instructions on the requirements regarding the supply and authorisation of medication.
- Follow the current "Staying Healthy in Childcare Guidelines" for administering of non-prescribed medications.

IN ALL SERVICES, EDUCATORS WILL:

- Ensure that they and all staff working in the room are familiar with children who have a medically diagnosed condition or require regular medication.
- Ensure any medication that is brought into the service is checked (expiry date, child's name, administration instructions), signed in by the parent or authorised nominee and stored appropriately out of children's reach.
- Undertake familiarisation of all children who have a Medical Action Plan or require medication – as part of their new Staff Induction – when entering a new Program room.
- Understand the rule around administering **New Medication**. Parents are required to administer the first dose of any new medication and monitor their child for a minimum of 20 minutes for any side effects. If a child is on new medications, it is strongly recommended that they stay home for the first day to ensure that there is no adverse reaction to the medication.
 - Educators may administer **subsequent** doses only.
- Ensure good hygiene practices when administering medication.
- Ensure medication is only ever administered:
 - when medication has been prescribed by a registered medical practitioner, in the original container, bearing the original label with the name of the child to whom the medication is to be administered and before the use by date or expiry date.
 - when non prescribed medication is in the original container, bearing the original label and instructions and before the expiry date or use by date.
 - according to the original label or the instructions (written or verbal) of a registered medical practitioner.
 - when dosage and child receiving dosage are checked (witnessed) by a second staff member.
 - by a regular, permanent educator (***exception:** casuals are not to administer but can witness *unless no regular permanent staff are in attendance*)
 - volunteers or students are not permitted to administer or act as witness.
 - with written authorisation by a person who is an authorised nominee (unless it is in the event of an emergency, where phone verification maybe given by a parent, authorised nominee, medical practitioner or emergency service operator).

IN ALL SERVICES, FAMILIES WILL:

- Ensure they provide an up-to-date Medical Action Plan for any child with a medically diagnosed condition or illness.
- Provide in-date, correctly labelled, named and prescribed medication, specifically for the child with a medically diagnosed condition or illness.
- Ensure medication is available onsite whenever the child is in attendance and requires such medication.
- Understand the requirement of all medically diagnosed conditions & associated administering of medications information, be completed in full; prior to their child being able to commence attendance.
- Understand the rule around any **New Medication**. Parents are required to administer **the first dose of any new medication** and monitor their child for a minimum of 20 minutes for any side effects before leaving in the care of the

ECEC service. If a child is on antibiotics, it is strongly recommended that they stay home for the first day to ensure that there is no adverse reaction to the medication. Educators may administer subsequent doses only.

- Ensure all relevant medication authorisations for the administering of medication during attendance are completed, taking the time to ensure accuracy and that the template is checked by an Educator prior to leaving the Centre.
- Update educators and management if there are **any changes** to their child's diagnosis, treatment or medication and read and sign updated relevant documentation.
- Participate in the Annual Review of their child's Medical Action Plan that requires administering of medication (*Note: Medical Action Plans do not expire – but annual review is best practice*).
- Participate in a quarterly review discussion about the use of ongoing topical creams and their required ongoing use. (where applicable)

4. QUALITY RECORDS

See City of Greater Geelong ECEC Educators handbook.

See Staying Healthy in Childcare – Fact Sheets.

<https://www.nhmrc.gov.au/guidelines-publications/ch55>

5. ATTACHMENTS

- Parent Authorisation to administer medication –
Template - ONGOING MEDICATION
- Parent Authorisation to administer medication –
Template - MEDICATION FORM Occasional Medication (such as antibiotics)
- Parent Authorisation to apply creams / ointments –
Template – NON PRESCRIPTION CREAMS PERMISSION FORM (for topical applications such as nappy rash, own sunscreen, eczema creams etc)