

Piptree Early Learning Mt Gravatt East

41. Medication Policy & Procedure

Aim

- To ensure that the correct procedure is followed by Educators in the administration of medication to children.
- To ensure that medication is stored correctly/safely.

Guiding Principles

It is important to specify this policy regarding the administration of medication not-only for the continuing safe care of your child but also for the legal protection of Educators. Administering medication

It is important that medicines be administered by an Educator only when necessary and essential for the child's wellbeing. A child with an illness requiring regular administration of medication, e.g. paracetamol throughout the day, is considered unfit to attend child care.

Whenever possible, medication should preferably be administered by the parent at home, however, when medication, either prescribed or non-prescribed is required to be administered at the Centre, it must be accompanied by a doctor's letter or instructions as shown on the original container bearing a pharmacist label clearly stating:

- Child's name
- Name of medication (Medication must be in original container)
- Dosage and frequency of medication
- Date of dispensing and expiry date (Expired medication will NOT be administered)
- Doctor's name

Full details must be entered each and every day the medicine is to be **given** in the Medication Record Form in your child's room. Educators will only give medication, prescribed by a doctor, if the details entered in the Medication form are accurate and complete.

In some cases, with parental or guardian consent, medication can be self-administered by a school age child. When medication is being self-administered, children are supervised by Educators.

Educators are not allowed to administer non-prescribed medications, e.g. cough mixture and naturopath medicine, unless a doctor's letter is provided to authorise the administration of this medication or if there is a label on the bottle showing the child's name and dosage. Please read this section carefully so that you can inform your doctor of the Centre's policy. In cases where the medication must be given repeatedly over a prolonged period.

Please ensure that medication is not left in your child's bag but preferably given to an Educator who works directly with your child so that Educators are fully aware of your requirements.

Medication will be stored in a clear container and only stored in the refrigerator if stated.



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Paracetamol

Age appropriate paracetamol is stored at the centre in case of an emergency. An **initial dose only** of paracetamol may be administered by Educators in cases where a child's temperature exceeds normal limits. A Centre Educator will phone the authorised contact on the enrolment form before paracetamol is administered. If the authorised persons cannot be contacted, Educators will contact a Medical Practitioner, hospital or ambulance service for consent. Paracetamol may only be administered when written consent is given by parent/guardian, usually sourced at initial enrolment of the child. These measures are taken to help ensure the continuing proper care and safety of our children.

Teething Gel

- Prior written consent is required for one initial dose for the treatment of suspected teething pain only. Authorisation for the initial dose is provided in the enrolment form.
- This teething gel must be provided by the parent for the child in the original container bearing a pharmacist label.
- Educators must check and/or record this on the Childs Medication Form *prior* to administration. If initial dose has already been administered and child is distressed, the parent/guardian will be contacted.
- No further doses will be administered without a doctor's written instruction.

Procedure for Administrating Medication

1. Educators to check Medication Record in the morning to confirm children that are to be given medication on that day.
2. Educators will match medication to Medication Record to see that it has been completed correctly.
3. Educators will record for room Educators names of children who require medication on any given day in daily communication book, pad or the like.
4. One Educator will administer medication to the child, and another Educator will always witness this administration. In the case of only one Educator being in the room, the Centre Manager/Nominated Supervisor or neighbouring room Educator will be the witness to the administration of the medication. At no time will medication be administered without being witnessed.

References

- Staying Healthy - Preventing infectious diseases in Department of Education and Training Early Childhood Education and Care services - 5th Edition 2012
- Education and Care Services National Regulations - Regulation 92(1), 93, Section 5 (a & b), 95 (a)(i)(II)
- National Quality Framework - Standard 2.1
- Happy Teeth Program - QLD Health

Considered and Accepted by

KAL Management		1st March 2019
Centre Representative		
Parent Representative		