

Policy: QA2.9	<b>Administration of Medication</b>
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**Policy Statement:**

The administration of medication may at times need to occur when a child is attending Pinnacle Preschool. The administration of medication will be done with the upmost care, with consideration of the importance of this task to contribute to a child's health and wellbeing. Families will provide Pinnacle Preschool with written permission to administer prescribed medication, as per their doctor's guidelines, or in line with relevant first aid guidelines.

Pinnacle Preschool acknowledges the Education and Care Services National Law and Regulations in regards to the strict guidelines and responsibilities of administering medication to children at all times.

**Record of policy development:**

Version	Date approved	Date for review
Version 1	1 September 2019	September 2021
Version 2	19 <sup>th</sup> May 2022	19 <sup>th</sup> May 2023

**Responsibilities and delegations:**

This policy applies to	This policy applies to Pinnacle Preschool staff, volunteers, contractors and families.
Specific responsibilities	This policy is developed by the Manager and reviewed by Pinnacle Preschool staff and Board of Directors. It is communicated and implemented by the Manager and staff.
Policy approval	ODEEP Manager

**Policy context** – this policy relates to:

Legislation	Children (Education and Care Services) National Law NSW 2010: 167 Education and Care Services National Regulations 2011 Regulations 168, 92, 93, 94, 95,
Standards	<b>National Quality Standards:</b> Quality Area 2: Children's Health and Safety 2.1.2, 2.2.1, 2.2.2
Organisation policies	Health and Safety
Forms, record keeping, other documents	Pinnacle Preschool Medication Administration Form

Upon request of parents / carers to administer medication to a child under the care of Pinnacle Preschool, the following process will be implemented:

- A medication record will be completed by the parent / carer upon request of the administration of a medication. This record will include the following details:
  - The name of the child
  - Signature to authorise the administration of the medication by the parent or carer named in the child's enrolment record as authorised to consent to administration of medication
  - The name of the medication
  - The time and date the medication was last administered
  - The time and date that the medication should be next administered
  - The dosage of the medication
  - The manner in which the medication is to be administered
  
- Pinnacle Preschool will then complete the remainder of the medication record, including:
  - The dosage that was administered
  - The manner in which the medication was administered
  - The time and date the medication was administered
  - The name and the signature of the person who administered the medication
  - The name of the person who checked the dosage and watched the medication be administered, including the time and signature of the person

The medication record must be completed by parents / carers prior to any medication being able to be administered by the preschool.

Pinnacle Preschool will ensure that all medication administered to children, at the written request of their carer, parent or authorised person, will:

- Have written authorisation. In the event this cannot occur, for example in an emergency, if the medication is required to be administered, verbal permission can be given to two separate staff members and a signature sought afterwards as soon as possible. Permission can be given by those listed on the child's enrolment form as authorised to consent to medication authority. If this cannot be obtained, medical advice will be urgently sought.
- Be medication that has been prescribed by a registered medical practitioner, be in its original container with label attached stating the name of the child, the dosage, the prescribing doctor and expiry date
- Administer medication as per instructions on the bottle. If this varies with parent / carer instructions, clarification from a medical practitioner will be sought.

In the event of a medical emergency, asthma or anaphylaxis medication can be administered to any child showing signs and symptoms of these conditions without written authority. If this occurs, Pinnacle Preschool are responsible for notifying parents and emergency services as soon as possible.

When administering medication, two educators or staff will work together to double check the dosage, administration method, name, date and directions from the parent / carer. Both staff members will sign off on the administration of all medications given. One of these staff members must have a first aid certification.

Note: No medication that is passed its expiry date will be administered to a child.

**Fever:**

If a child presents to preschool staff with a fever of 38 degrees or above, the following action will be taken:

- The child's parent / carer or emergency contacts will be notified and requested to collect the child asap
- The family will be encouraged to access a doctor to look at the cause of the temperature. Appropriate exclusion periods will then be discussed with the family
- The child will be kept comfortable and well supervised until the family collects them. This could include removing excess clothing, offering fluids to drink, resting, keeping away from other children and closely monitored for deterioration.

**Procedures:****Pinnacle Preschool management:**

- Will ensure that all medication forms are filled in correctly and retained for the regulatory prescribed length of time.
- Will ensure that administration of medication is covered in staff induction processes and that staff have an opportunity to read this policy and procedures
- Request written authority on enrolment to administer asthma or anaphylaxis medication in the event of an emergency, as well as to seek medical attention urgently.
- Request written authority, as outlined in the Medical Conditions Policy, as well as requesting the relevant emergency action plan, upon enrolment
- Complete a risk minimisation plan with families as required, in relation to the administering of medication, particularly if it is ongoing or frequent
- Will notify families of any changes in this policy in relation to the administration of medication
- Will provide a safe, locked space for medications to be stored, as stated on their instructions, either in the refrigerator or first aid cupboard. This area will be inaccessible to children and clearly labelled.

**Pinnacle Preschool staff:**

- Will not administer medication without written authority. The exemption to this may be in an emergency, where a child presents with signs and symptoms of anaphylaxis or asthma, in which the preschool's relevant medication may be administered. Parents / carers will be notified as soon as possible following this event, as well as emergency services.
- In the event of written authority not being attained for the administration of medication, staff will ensure that a parent / carer / authorised person has given verbal permission to two staff members prior to the medication being given. Written authority will then be sought as soon as possible.
- Will ensure medications are stored in a safe, locked area away from children.
- Will use appropriate hand washing procedures before and after the administration of medication
- Will administer medication to children in a calm and respectful manner. Staff will address any concerns or feelings children have about taking medication and use positive language and



behaviour rewards to make the experience positive for children.

- Will raise any concerns relating to the administration of medication with Pinnacle Preschool management or the nominated supervisor as soon as possible.

**Pinnacle Preschool families:**

- Will provide written consent prior to a medication needing to be administered to their child.
- Comply with Pinnacle Preschool staff to complete a risk minimisation form as requested, to ensure safe administration of medication
- Ensure they inform Pinnacle Preschool if their child's treatment plan for any disclosed medical conditions changes, and provide proof of these changes as soon as possible eg. a new action plan or directions from a doctor.
- Provide consent for Pinnacle Preschool to administer first aid and apply consent for anything applied eg. first aid cream, bite cream or a bandaid.
- Provide medications in their original container only, with the label showing the child's name, date of birth, dosage instructions and name of prescribing doctor affixed.
- If a non-prescribed medication, cream or lotion is to be given to a child, families will request a pharmacist attach a label to the medication outlining dosage, application or any other relevant information. This may include medications or cream for dry skin, bites etc.
- Will hand all medications to Pinnacle Preschool staff, never allowing medication to stay in their child's bag or be placed in reach of other children in the preschool.
- Will inform staff of any potential side effects of the medication and allow their child to be on medication 24 hours prior to attending preschool, to reduce the likelihood of anaphylaxis or allergy to a medication.

**Policy Disclaimer:**

This policy will be reviewed to ensure compliance with legislation and industry changes. This will occur at any time that is required, or a minimum of every two years. In accordance with Regulation 172 of the Education and Care Services National Regulations 2011, parents / guardians of enrolled children will be notified at least 14 days prior to a change in any policy or procedure referred to in Regulation 168 that may have a significant impact on the provision of education, fees or the family's access to the service.