

Early Learning

Administration of Medication Policy

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- Providing a safe and healthy environment for all children, educators, staff and other persons attending the service.
- Ensuring the health support needs of any child attending the service are met.
- Responding immediately to the needs of a child who is ill or becomes ill while attending the service.
- Ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

Executive Summary

Medication (including prescriptions, over-the-counter and homeopathic medications) must not be administered to a child at a service without the authorisation by a parent or person with the authority to consent to administration of medical attention to the child. This includes during offsite excursions and activities.

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Content Owner	Uniting Early Learning-Head of Early Learning			Page 1 of 5
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 010
Date Published	06/07/2018	Revision Due Date	03/08/2020	

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In the case of an emergency, it is acceptable to obtain verbal consent from a parent or authorised person, or to obtain consent from a registered medical practitioner or medical emergency services if the child's parent cannot be contacted. In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation following the direction of the child's medical management plan. In this circumstance, the child's parent and/or emergency services must be contacted as soon as possible. In the case of a seizure occurring for a child living with epilepsy, emergency medication must only be administered by staff who have completed person specific training.

When educators are required to administer medication, they must abide by specific regulatory requirements, such as written consent, training requirements, and must follow the guidelines of this policy and the procedures.

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Current Environmental Context

To administer medication, where a service operates with a minimum of two people, at least one must hold a current approved first aid qualification. One person will check the details (including dosage and the identity of the child who is given the medication) and witness its administration, while the other person will administer the medication.

Before administering any medication to a child, it is extremely important for staff to check if the child has any allergies to the medication being administered. Both staff members must then complete the Medication Record (refer to *Glossary*) and store any remaining medication appropriately. (Family day care and single staff services are exempt from the second person requirement).

Parents must be informed on arrival to collect the child that medication has been administered and ensure that the parent completes the required details in the medication record.

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents may authorise the administration of the medication for a defined period (up to six months). In these cases a medical management plan needs to be completed by the child’s doctor and provided and attached to the child’s enrolment form.

A child over preschool age may self-administer medication under specific circumstances (*refer to Attachment 10b*).

Medication records will be kept and stored securely until the end of 3 years after the last date on which the child attended the service.

Attachment 10a: Responsibilities relating to the Administration of Medication Policy

Attachment 10b: Procedures relating to the safe administration of medication

Form 10.1: Administration of Medication Form

Form 10.2: Medication record (ongoing) - These form is available on Uniting intranet [Click here for link](#)

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Reference/Sources

This policy should be read in conjunction with:

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania (Approved May 2017).

<i>Administration of First Aid Policy</i>	<i>Epilepsy Policy Appendix</i>
<i>Asthma Policy Appendix</i>	<i>Excursions, Regular Outings and Service Events Policy</i>
<i>Anaphylaxis Policy Appendix</i>	<i>Hygiene and Infectious Diseases Policy</i>
<i>Dealing with Medical Conditions Policy</i>	<i>Incident, Injury, Trauma and Illness Policy</i>
<i>Diabetes Policy Appendix</i>	<i>Privacy and Confidentiality Policy Level 2</i>
<i>Enrolment and Orientation Policy</i>	

- *Children's Services Act 1996: S29B*
- *Children's Services Regulations 2009: r36, 83*
- *Education and Care Services National Law Act 2010: S167*
- *Education and Care Services National Regulations 2011: r92-96, 136, 178, 181-184*
- Health Direct: www.healthinsite.gov.au
- Immunisation: Australian Government Department of Health
<http://www.health.gov.au/internet/main/publishing.nsf/Content/MC14-004203-Immunisation>
- National Health and Medical Research Council (NHMRC): www.nhmrc.gov.au
- National Prescribing Service (NPS): www.nps.org.au
- *National Quality Standard, Quality Area 2: Children's Health and Safety*

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- *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition, 2013) National Health and Medical Research Council:
<http://www.nhmrc.gov.au/guidelines/publications/ch55>
- *Tasmanian Licensing Standards for Centre Based Child Care, Class 5 (0-12years)* October 2014: s17.4
- The Royal Children's Hospital General Medicine and Emergency departments, and Centre for Community Child Health. *Fever in Children*, Reviewed February 2018):
www.rch.org.au/kidsinfo/factsheets.cfm?doc_id=5200

Authorisation

This policy was adopted by Uniting Early Learning on: 06/07/2018

Review

This policy is to be reviewed by: May 03/08/2020

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