

# Administration of Medication Policy



In supporting the health and wellbeing of children, the use of medications may be required for children at the School. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
90	Medical conditions policy
90 (1) (a)	The management of medical conditions, including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
170	Policies and procedures are to be followed

## PURPOSE

To ensure all educators of the School understand their liabilities and duty of care to meet each child's individual health care needs. To ensure all educators are informed of children diagnosed with a medical condition and strategies to support their individual needs. To ensure that all educators are specifically trained to be able to safely administer children's required medication with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled at the School.

## SCOPE

This policy applies to children, families, staff, management and visitors of the Farmhouse Montessori School.

## IMPLEMENTATION

Families requesting the administration of medication to their child will be required to follow the guidelines developed by the School to ensure the safety of children and educators. The School will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

For children with a diagnosed health care need, allergy or relevant medical condition a Medical Action Plan must be provided prior to enrolment and updated regularly. This plan must be developed in consultation with the child's doctor, parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child.

In this policy, the term *medication* is defined within the meaning of the Therapeutic Goods Act 1989 and includes prescription, over the counter and complementary medicines. All therapeutic goods are listed on the Australian Register of Therapeutic Goods (see [tga.gov.au](http://tga.gov.au)) (ACECQA, 2021)

## MANAGEMENT WILL ENSURE:

- The Administration of Authorised Medication Record is completed for each child currently enrolled at the School who requires medication. A separate form must be completed for each medication if more than one is required.
- Medication may only be administered by the School with written authority signed by the child's parent or authorised nominee named in the child's enrolment record that is authorised by the child's parents to make decisions about the administration of medication. A completed Medication form either through OWNA or a paper version must accompany all medication.
- Once this has been received it is then entered into the OWNA Medication Records by the Administration staff.

## MEDICATION ADMINISTRATION PROCEDURE

### (Primary School - North Head Campus)

#### Collection of Medication

- Parents must bring medication to school and hand it to admin staff.
- Parents must complete a Medication Form either through OWNA or by filling out a paper copy. If a paper form is provided, admin staff will transfer the details into OWNA. The medication will be stored securely in the refrigerator if required (In the locked Red Medication Chest) or staff room In the lock box, as required. The classroom teacher and staff will be notified by the admin staff.

#### Administration Of Medication

- At the scheduled time, the teacher or classroom staff either will arrange for the Primary School Coordinator, Principal or the admin staff to collect the medication from storage and administer it or supervise self-administration by children (preferably in the child's classroom).
- Children are permitted to self-administer their own medication under the supervision of two adults. One will be the classroom teacher and the other will be either the Co-ordinator, Principal or an administration staff member who will be the second witness. The Primary school Co-ordinator/Principal will complete the paperwork on ONWA.
- In the event of excursions, camps, or any modified programs and activities, the staff responsible will administer medication with a witness and update records on OWNA. Person administering and person witnessing the administration of medication, update the records on OWNA.

### (Preschool - North Balgowlah Campus)

#### Collection of Medication

- Parents must bring medication to school and hand it to admin staff.
- Parents must complete a Medication Form either through OWNA or by filling out a paper copy. If a paper form is provided, admin staff will transfer the details into OWNA. The medication will be stored securely in the refrigerator if required (In the locked Medication Box) or In the lock box in the First Aid Cabinet as required. The classroom teacher and staff will be notified by the admin staff.
- At the scheduled time, the classroom teacher or classroom staff will administer the medication with a staff member as a witness. Once the medication is administered, the medication record is updated on OWNA.
- In the event of administering Panadol, the consent forms are referred to and verbal authorisation is sought over the phone from the parents or the persons nominated by parents to provide any medical authorisation, prior to administration. Records are kept updated on the relevant forms which are countersigned by parents at the end of the day.

Teachers and staff that administer the medication can update this child's medication record on OWNA once the medication has been administered.

#### Administration Of Medication

Medication is administered only when met by the following conditions at both campuses:

- Medication must be provided by the child's parents which includes – **Must be entered onto OWNA.**
- The administration is authorised by a parent, guardian or authorised nominee (This is the Yellow Medication form that is available for families at both campuses or ( available on OWNA);
- Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.)
- Medication is in the original container and or packaging;
- Medication has the original label clearly showing the name of the child;
- Medication is before the expiry/use by date/ clearly visible
- Any instructions attached to the medication or related to the use of the medication
- Nappy rash medication can be administered by the school from its original container, bearing the original label and instructions and before the expiry or use by date, and in accordance with any instructions attached to the medication; on the provision that written authority signed by a parent or an authorised nominee named in the child's enrolment record as authorised to consent to administration of medication. (Preschool Campus Only)
- Any person delivering a child to the School must **NOT** leave medications in the child's bags. Medication must be given directly to the class teacher with the correct paperwork completed (this is the yellow Medication form which is available at both campuses or completed on OWNA).
- Written and verbal notifications are given to a parent or authorised nominee of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical services.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child is notified as soon as practicable, relevant incident forms are filled in by staff.
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency the regulatory authority will be notified within 24 hours of the incident.
- Enrolment records for each child outline the details of persons authorised to consent to administration of medication to the child.

- Reasonable steps are taken to ensure that medication/allergy records are maintained accurately. These are updated once a year from the parents child information forms and again if notified by parents of any changes.
- Medication forms are kept in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- Educators receive information about the medical and medication policies during their induction.
- Families will be reminded that every attempt to contact them for verbal permission will be made by the School prior to administering asthma medications.
- Families are informed of the School's medical and medication policies
- Safe practices are adhered to for the wellbeing of both the child and educators.

#### A NOMINATED SUPERVISOR/ CERTIFIED SUPERVISOR/EDUCATORS WILL:

- Not administer any medication without the written authorisation of a parent or authorized nominee – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical services will be acceptable if the parents cannot be contacted.
- Ensure that all medications that require refrigeration are stored in the refrigerator in the kitchen (NH) (not in the classroom refrigerator-NB). These will be stored in a labelled and locked medication container in the staff kitchen at North Balgowlah Campus (One to be purchased for the North Head campuses shortly) until that time to be placed on the top shelf of the staff fridge into white container.
- All other medication to be stored in a cool, dry place away from heat, light and moisture as per the instructions. Another two locked boxes to be purchased for non refrigerated medication. The North Balgowlah campus to keep this in the Kitchen in the First Aid cabinet. North Head to keep this with the First Aid Kit.
- Ensure that two educators administer and witness medications at all times. One of these educators must have approved First Aid qualifications in accordance with current legislation and regulations. Both educators are responsible for:
  - Checking the Medication Form has been completed by the parent/guardian, this can now be done on OWNA.
  - Checking the prescription label
  - the child's name
  - the dosage of medication to be administered
  - the method of dosage/administration
  - the expiry or use-by date
  - confirming that the correct child is receiving the medication
  - signing and dating the *Administration of Medication Record (Yellow form)*
  - returning the medication back to the locked medication container
- Follow hand-washing procedures before and after administering medication.
- Discuss any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child
- Seek further information from the family, the prescribing doctor, or the Public Health Unit before administering medication if required
- Ensure that the instructions on the Medication Form are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Medication Record is completed correctly
- A separate medication record must be completed for each medication given to the child
- That if there are inconsistencies, medication is not to be administered to the child.
- If after several attempts of encouraging the child to take medication, but they still refuse, contact the parent or guardian. Educators cannot use restrictive practices to make a child take medication at any time.

- observe the child post administration of medication to ensure there are no side effects
- respond immediately and contact the parent/guardian for further advice if there are any unusual side effects from the medication
- If a child is not breathing or having difficulty breathing following administration of any medication, the educator will contact emergency services on 000 immediately.

### FAMILIES WILL:

- Notify educators, both via enrolment forms and verbally when children are taking any medications. This includes short and long term medication use.
- Complete a medication record for children requiring medication whilst they are at the School.
- Assist Educators to complete long-term medication records in accordance with the medical practitioner completing and signing the plan.
- Update long term medication records quarterly or as the child's medication needs change.
- Be requested to sign consent to use creams and lotions (list of items in the first aid kit provided at enrolment) should first aid treatment be required.
- Be required to keep prescribed medications (Oral) in original bottles with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Parents are to supply ongoing medication (tablets) to the Primary school at North Head in Webster Packs made up from the chemist.
- Keep children away from the School while any symptoms of an illness remain in accordance with guidelines from the Department of Health
- Keep children away from the School for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- **NOT** leave any medication in children's bags.
- Give any medication for their children to an educator who will provide the family with a Medication Record
- Complete the Medication Record and the educator will sign to acknowledge the receipt of the medication. Please understand that no medication will be administered without written consent from the parent or authorised nominee.

### GUIDELINES FOR ADMINISTRATION OF PANADOL/PARACETAMOL-PRESCHOOL CAMPUS ONLY

- Families must provide their own Paracetamol for use as directed by a medical practitioner
- Paracetamol will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.
- To safeguard against the incorrect use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, educators will only administer Paracetamol if it is accompanied by a Doctor's letter stating the reason for administering, the dosage and duration it is to be administered for except for in emergency situations (onset of fever whilst at the School).
- If a child presents with a temperature whilst at the School, the family will be notified immediately and asked to organise collection of the child as soon as possible (within 30 minutes).
- Panadol will be administered if the child has an authorisation to administer Panadol signed in their Student information form or if a verbal authorisation. Verbal authorisation requires a second person to hear the instructions and a medication form completed.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will
  - Remove excess clothing to cool the child down
  - Offer fluids to the child
  - Encourage the child to rest
  - Provide a cool, damp cloth for the child's forehead and back of the neck
  - Monitor the child for any additional symptoms

- Maintain supervision of the ill child at all times, while keeping them separated from children who are well.

### MEDICATIONS KEPT AT THE SCHOOL

- Any Medication for children should be first given to the reception/PA so that these can be entered onto OWNA then these will be placed into either the Fridge or locked box. The class teacher/Primary school co-ordinator will be advised of this new medication.
- Any medication, cream or lotion kept on either of the school premises will be entered onto the Service Medication Register on OWNA which will advise the expiry date of these medications.
- A list of first aid kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.
- If a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required.
- It is the families responsibility to take home these medications for disposal.
- **MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.**
- Families are required to complete a medication form for lotions to be administered on OWNA.
- Panadol is kept on premises at the Preschool Campus (Only) for any emergencies or in the event a child becomes unwell during the day. .

### EMERGENCY INVOLVING ANAPHYLAXIS OR ASTHMA

- For anaphylaxis or asthma emergencies, medication will be administered to a child without authorisation, following the correct action plan provided for the child or following the correct procedure obtained during training.
- In the event of a child not known to have asthma or anaphylaxis and appears to be in severe respiratory distress, the emergency plans for first aid must be followed immediately
  - an ambulance must be called immediately
  - place child in a seated upright position
  - give 4 separate puffs of a reliever medication (eg: Ventolin) using a spacer if required.
  - repeat every 4 minutes until the ambulance arrives
- In the event of an anaphylaxis emergency where any of the following symptoms are present, an EpiPen must be administered
  - difficulty/noisy breathing
  - swelling of the tongue
  - swelling or tightness in throat
  - difficulty talking
  - wheeze or persistent cough
  - persistent dizziness or collapse pale and floppy

(Sydney Children's Hospitals Network – 2020)

The Service will contact the following (as required) as soon as practicably possible:

- Emergency Services 000
- a parent of the child
- the regulatory authority within 24 hours (if an ambulance was called).

The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

The School will dial 000 immediately then:

- contact the following as soon as practicably possible -
  - A parent of the child
  - The regulatory authority within 24 hours
- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

## Source

- Australian Children’s Education & Care Quality Authority. (2014).
- Australian society of clinical immunology and allergy. ascia. <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>
- Australian Government Department of Education, Skills and Employment. (2009) *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
- Guide to the National Quality Framework. (2017). (amended 2020).
- National Health and Medical Research Council. (2013). *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th Ed.). Australia: Commonwealth of Australia. NSW Government. (n.d.).
- NSW Department of Health: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Revised National Quality Standard. (2018).
- The Sydney Children’s Hospital Network (2020)

Policy Review Date	Modifications	Next Review Date
2017	<ul style="list-style-type: none"> <li>• Minor modifications made to ensure compliance with regulations and maintain children’s health and safety.</li> <li>• Updated to meet the National Law and/or National Regulations in respect of a serious incidents and notification purposes.</li> </ul>	2018
Feb 2018	<ul style="list-style-type: none"> <li>• New Logo</li> <li>• Minor terminology and grammatical adjustments made to further support understanding and implementation</li> </ul>	2019
Mar 2019	<ul style="list-style-type: none"> <li>• Additional information added to points.</li> <li>• Duplicated information deleted.</li> <li>• Sources/references updated and alphabetised.</li> </ul>	2020
2021	<ul style="list-style-type: none"> <li>• review of policy/sources checked for currency</li> <li>• additional information included related to observing children post administration of medication/side effects/management</li> <li>• rearrangement of some points for better flow</li> <li>• addition of information</li> <li>• Reference to administration of Paracetamol record.</li> </ul>	2024
2024	<ul style="list-style-type: none"> <li>• Updated on website</li> </ul>	2025
2025	<ul style="list-style-type: none"> <li>• Annual policy review</li> <li>• Information required on administration of medication records expanded.</li> <li>• Implementation section updated</li> </ul>	2027

---

	<ul style="list-style-type: none"><li>● Safe storage of medication updated. Location of storage updated for both campuses.</li><li>● Insert Information about Webster Packs</li><li>● Information about OWNA added.</li></ul>	
--	---	--