

ADMINISTRATION OF MEDICATION PROCEDURE

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

Working in conjunction with the Administration of Medication Policy, this procedure provides detailed steps for educators to follow when administering medication to children at the Service.

The Approved Provider, Nominated Supervisor and educators will review the Service’s *Administration of Medication Policy* every year to ensure awareness of administering medication.

Education and Care Services National Law or Regulations (R.90-96) NQS QA 2: Element 2.1.2 Health practices and procedures
 Related Policy: *Administration of Medication*

| Step 1: AUTHORISATION OF MEDICATION | |
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| 1 | The Coordinator/Nominated Supervisor will ensure medication is only administered by the Service with written authority signed by the child’s parent or other responsible person named and authorised in the child’s enrolment record to make decisions about the administration of medication. |
| 2 | An Educator will assist the parent or guardian to complete the <i>Administration of Medication Permission Form</i> to ensure all details are submitted and correct before leaving the child at the Service. |
| 3 | An educator will take any medication from the parent/guardian and either store it in the refrigerator in a labelled and locked medication container or for medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. |
| 4 | Children who are at risk of anaphylaxis will not be permitted to enter the Service without the adrenaline auto-injector kit as per Medical Management Plan completed by parent/guardian. |
| 5 | Adrenaline autoinjectors (EpiPen® / AnaPen®) should be kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child’s medical management plan should be stored with the adrenaline autoinjector. |
| 6 | Children who are at risk of Asthma will not be permitted to enter the Service without Asthma reliever medication as per medical management plan completed by parent/guardian. |

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| 7 | Asthma reliever medication should be kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child’s medical management plan should be stored with Asthma reliever medication. |
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Step 2: AUTHORISATION OF MEDICATION PERMISSION FORM & XPLOR MEDICATION EVENT RECORD

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| 1 | <p>Medication must:</p> <ul style="list-style-type: none"> • have the original label clearly showing the name of the child • be in its original container/packaging • be prescribed by a registered medical practitioner • have clear instructions detailing time of administration and dosage and method of administration • show expiry or use-by date. |
| 2 | Educators will create an alert will be set to remind educators when medication for the child is to be administered |
| 3 | When it is time to administer the medication, an educator will collect the <i>Administration of Medication Permission Record</i> , medication and syringe/plunger or measuring cup |
| 4 | An educator will collect the child from their play area at the given time |
| 5 | Educators will ensure medication must only be administered to one child at a time |
| 6 | Educators will ask another qualified educator to witness the administration of medication |
| 7 | Educators will read through the <i>Administration of Medication Permission Form</i> and submit the relevant details into the Xplor online system under <i>medication event record</i> . |
| 8 | <p>Before administering medication, educators will check the following details on the <i>Administration of Medication permission form</i>:</p> <ul style="list-style-type: none"> • check the parent or authorised person has signed the record • check the name of the medication is consistent with the name on the medication container/packaging • check the identity of the child is consistent with the name on the medication container/packaging • check dosage is consistent with what is on the container/packaging |
| 9 | <p>Before administering medication, educators will:</p> <p>Check the medication is in its original container, bearing the original label</p> <p>Check the expiry or use by date</p> |

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| 14 | Educators will wash hands following hand washing protocols | |
| 15 | Educators will measure the required dosage of medication using syringe/plunger or measuring cup | |
| 16 | The educator administering the medication will ensure a qualified educator checks all details on the <i>Administration of Medication Permission form</i> are correct prior to administering the medication to the child | |
| 17 | If there are any inconsistencies, do not administer medication to the child. Contact the Nominated Supervisor and the parent | |
| 18 | Once medication details have been confirmed administer the medication to the child | |
| 19 | Both educators are to complete the <i>Medication Event Record on Xplor</i> | |
| 20 | The educator will encourage the child to return to their play or routine time | |
| 21 | 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. | |
| 22 | The educator will return medication to the locked medication storage area or secure location for adrenaline autoinjectors | |
| 23 | The educator will wash medication utensil | |
| 24 | The educator will wash hands following hand washing protocols | |
| 25 | Observations of the child post administration of medication should be made to ensure there are no side effects. | |
| 26 | If a child is not breathing or having difficulty breathing following administration of medication, contact 000 immediately | |
| 27 | If any unusual side effects occur, respond immediately and contact the parent/guardian and follow their advice | |
| 28 | The educator will detail any behaviours post administration on the <i>Administration of Medication Permission Form</i> | |
| 29 | At the end of the day the educator will ensure medication goes home with the parent/guardian | |
| 30 | The Director/ Nominated Supervisor will ensure all child medication records will be kept as per our <i>Record Keeping and Retention Policy</i> . | |

| REVIEW OF PROCEDURE | | | |
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| Date procedure created | 21/03/2024 | To be reviewed | 21/03/2025 |
| Approved by | Natalie Koch | Signature | |
| Procedure Reviewed Date | | | |
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