



Medication Administration

Review Date: 28/11/2025

Introduction

In supporting the health and wellbeing of children the use of medications may be required by children whilst attending our service.

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.

Goals – What are we going to do?

Families requesting the administration of medication will be required to follow the guidelines developed by Evans Head Preschool Association Inc. to ensure the safety of children and educators.

Evans Head Preschool Association Inc. will follow legislative guidelines and standards in order to ensure the health of children, families and educators at all times.

Strategies - How will it be done?

The Approved Provider will:

- Ensure that the Nominated Supervisor, educators and volunteers at our preschool have the skills, training and expertise, to safely administer medication to children.
- Ensure educators follow guidelines and procedures to store, administer and record medication, as set out by the NSW Department of Health.
- Ensure confidentiality and storage of medication and health records according to regulatory requirements.

The Nominated Supervisor will:

- Ensure that a medication record is developed for each child requiring medication at the education and care service. The medication record must detail the name of the child and have authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication.

- Ensure that medication is not administered to a child being educated and cared for by the preschool unless:
 - » the administration is authorised;
 - » it is administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.);
 - » it is in the original container with the original label clearly showing the name of the child and dosage instructions;
 - » and before the expiry/use by date.
- Ensure that written and verbal notification are given to a parent or other family member 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 practitioners.
- Ensure that, if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency, the parent of the child and emergency services are notified as soon as practical.
- Ensure that enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Take reasonable steps to ensure that medication records are maintained accurately.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time. Refer *Privacy Policy*.
- Ensure that educators receive information about the medical and medication policies during their induction.
- Request written consent from families on the enrolment form to administer the *Emergency Asthma Kit* if required. Families will be reminded that every attempt to contact them for verbal permission will be made prior to administering asthma medications, however, the child's safety is the foremost priority. Refer to *Medical Conditions Policy* for further details.
- Inform families of the education and care service's medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.

Educators will (with support from the Nominated Supervisor):

- NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted (TIME PERMITTING - for example in the case of a life threatening emergency – asthma or anaphylaxis).

- Ensure that medications requiring refrigeration are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept inaccessible to children.
- Ensure that two educators administer 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 to check the *Medication Form (on the OWNA application)*, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the Medication Form in OWNA. Medications will be returned to the locked medication container immediately after use.
- Follow hand washing procedures before and after administering medication.
- Invite parents to visit to administer medication if they wish to do so (prescribed, naturopathic or over the counter).
- Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the *Public Health Unit* before administering medication.
- Ensure that the instructions on the *Medication Record* are consistent with the doctor's instructions and the prescription label.
- Request that the family request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the *Incident, Injury, Trauma and Illness Record* documents any medication given. (Refer to policy.)
- Treat minor bumps, bruises, bites, stings, etc. with cold packs.

Families will:

- Notify educators, both via enrolment forms in OWNA, and verbally when children are taking any medications. This includes short and long term medication use.
- Complete a medication record (and provide an Action Plan if applicable) for children requiring medication while they are at preschool. Documents for long term medication use will be developed between the family and the medical practitioner. Action Plans must be updated as the child's medication needs change and must be signed by a medical practitioner.
- Be required to keep prescribed medications in original containers with pharmacy labels. Medications will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed. Expired medications will not be administered.

- Keep children away from preschool while any **symptoms of an illness remain and for 24 hours from commencing antibiotics** to ensure they have no side effects to the medication.
- NOT leave any medication or naturopathic remedies in children's bags.
- Give any medication for their children to an educator who will provide the family with a *Medication Record*. The family will complete the *Medication Record* in OWNA and the educator will sign to acknowledge the receipt of the medication. Medications will not be administered without written consent from the parent or authorised person, with the exception of a life-threatening medical emergency.
- Provide any herbal/naturopathic remedies or non-prescribed medications (including paracetamol, creams and lotions), with a letter from the doctor, pharmacist or naturopath detailing the child's name, dosage and the expiry date for the medication. (See guidelines regarding paracetamol below.)

Guidelines for Administration of Paracetamol/Ibuprofen/Antihistamines

Families must provide their own Paracetamol/Ibuprofen/antihistamine for use as directed by a medical practitioner. Paracetamol/Ibuprofen/Antihistamines will be kept in the locked medication container.

To safeguard against the over use of Paracetamol/Ibuprofen/antihistamine, and minimise the risk of masking the underlying reasons for an allergic reaction or high temperatures, educators will only administer this medication if it is part of a Health Action Plan or accompanied by a doctor's letter stating the reason for administering, the dosage and duration it is to be administered for.

If a child presents with a fever at preschool, the family will be notified immediately and asked to organise collection of the child as soon as possible.

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 implement the following procedures to reduce the child's fever and discomfort:

- 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/or armpits.
- Monitor the child noting additional symptoms and noting changes in temperature.
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

Medications kept at the Preschool

Any medication, cream or lotion kept on the education and care premises will be checked every three months for expiry dates in conjunction with the *First Aid Checklist*. 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.

NO MEDICATION WILL BE ADMINISTERED IF IT IS PAST THE PRODUCT EXPIRY DATE - WITH THE EXCEPTION OF SECONDARY AND SUBSEQUENT EPI PENS, IF EMERGENCY SERVICES ARE DELAYED AND AN INTIAL ADMINISTRATION IS WEARING OFF.

Statutory Legislation & Considerations

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard (3)ACECQA (2013)

Sources

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Staying Healthy in Child Care – 5th Edition

NSW Department of Health - www.health.nsw.gov.au

National Health and Medical Research Council - www.nhmrc.gov.au

Links to other policies

- Medical Conditions
 - › Anaphylaxis Management
 - › Diabetes Management
 - › Asthma Management
- Providing a Child Safe Environment
- First Aid
 - › First Aid Plan
- Use and Storage of Dangerous Goods.
- Incident, Injury, Trauma & Illness
- Infectious Diseases
- Acceptance and Refusal of Authorisation
- Enrolment and Orientation
- Medication Record Form
- Privacy

Evaluation

The administration of medication is practiced in accordance with regulatory guidelines. Open communication between educators and families is a priority for ensuring children receiving medications remain safe and gain appropriate care to meet their health needs.

On behalf of the Management Committee:

Name: Narissa Cuskelly (President)

Signature:

Date: 28/11/2023

REVIEW DATE: 28th November 2025

POLICY REVISION		
Reviewed	Adopted by	Review date
25/06/2018	Belinda Fayle (President)	25/06/2020
22/06/2021	Aaron Kennedy (Treasurer)	22/06/2023
28/11/2023	Narissa Cuskelly (President)	28/11/2025