

Administration of Medication Policy

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Medical conditions policy

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| Epilepsy Policy |
| Sick Children Policy |
| Privacy & Confidentiality Policy |
| Health and Safety Policy |

BACKGROUND

As a rule, medication (including prescription, non -

¾ medication is before the expiry/use by date.

- x the Administration of Medication Record is completed for each child
- x a separate form must be completed for each medication if more than one is required
- x any person delivering a child to the Service must not leave any type of medication in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival
- x written and verbal notifications 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
- x 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
- x 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 (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- x reasonable steps are taken to ensure that medication records are maintained accurately
- x medication forms are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's departure from the Service
- x children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
- x educators receive information about Medical Conditions and Administration of (Me)-8 (r)-0.7 (a6cwo6wp20.458

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- x families are required to complete an Administration of Medication Record for lotions to be administered.

Emergency Administration of Medication

- x in the occurrence of an emergency and where the administration of medication must occur, the Service must attempt to receive verbal authorisation by a parent of the child named in the child's enrolment form who is authorised to consent to the administration of medication
- x If a parent of a child is unreachable, the Service will endeavour to obtain verbal authorisation from an emergency contact of the child named in the child's enrolment form, who is authorised to approve the administration of medication
- x If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000
- x In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's enrolment form.

Emergency involving Anaphylaxis or Asthma

- x for anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the Asthma or Anaphylaxis Action Plan provided by the parent/guardian. (National Asthma Council (NAC) or ASCIA)
- x 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
 - ¾ an ambulance must be called immediately
 - ¾ place child in a seated upright position
 - ¾ give 4 separate puffs of a reliever medication (e.g.

POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the commitment to quality improvement.

SOURCE

- x Australian Children's Education & Care Quality Authority. (2014).
- x Australian society of clinical immunology and allergy. ascia.
<https://www.allergy.org.au/hp/anaphylaxis/ascia> -action -planAusstit24.6 (y)-1 (.y)-1 (.17)-9.01432re W 0u15