

# MEDICATION POLICY



Quality Area 2: Children's health and safety

Quality Area 4: Leadership and service management

## ADMINISTERING MEDICATION

This Centre aims to ensure a safe and healthy environment for all children in its care and has a responsibility not to compromise the health of other children and staff members.

Staff are unable to:

- Administer medication to children without written parent/guardian authority.
- Administer non-prescribed medications (i.e. Panadol, Nurofen, etc)
- Perform any treatments that they are not professionally trained for.
- Accept children into the programme who require a care regime, which uses medical procedures that staff are not adequately and appropriately trained for. Staff must also feel confident and comfortable with that training and the process of administering any required medication.
- When administering medication it is the responsibility of the Lead Educator to administer the medication as per the medical permission form, and before administering the medication to have the dosage checked by the Education Assistant.

Unwell children, as defined below, cannot be admitted to the centre to safeguard the health of other children and staff members:

### Exclusion Criteria

In accordance with the State Health Act, a child who has any of the following symptoms cannot be admitted to the Centre:

- Ear, eye or discoloured nasal discharge
- An undiagnosed rash
- High temperature (i.e. a temperature above 37.2 degrees centigrade)
- Infectious sores or diseases
- Vomiting and/or abnormally loose bowel actions for that child (exclude for 24 hours after the last bout)
- Any obvious signs of ill health (children with asthma, breathing difficulties, barking coughs, etc)

If a child becomes unwell at the Centre, the parent/guardian will be contacted and asked to remove the child from the Centre as soon as possible.

If the parent/guardian and/or emergency contacts cannot be contacted, the child may be cared for by non-contact staff (eg Centre manager) until someone calls to collect them. In extreme circumstances, where a parent/guardian cannot be contacted and the child is showing signs of deteriorating health an ambulance may be called. All medical costs incurred will be passed on to the parents. This information is in the enrolment form and signed by parent/carer.