

# ADMINISTRATION OF MEDICATION POLICY



Quality Area 2: Children's health and safety

Quality Area 4: Staffing arrangements

Quality Area 7: Leadership and service management

## ADMINISTRATION OF MEDICATION IN CONJUNCTION WITH AUTHORITY TO GIVE PRESCRIBED MEDICATION FORM

To ensure the health and safety of the children the following guidelines will be adhered to:

For a child to be administered medication, the parent or person responsible for the child must fill in a medication form, with assistance from an Educator, including the following details:

- The Name of the child
- The Name of the medication
- The date, time and dosage required
- The time the last dose was given
- Expiry date of medication
- Method of administration
- The name and signature of the person authorising the medication to be given

### Educators will ensure the following when administering medication to a child:

- The medication must be in its original container with the original label detailing the child's name, the expiry date and dosage. If any of the details are missing or incorrect or past its expiry date, the medication will not be given to the child.
- In the case of emergency, Educators will aim to obtain verbal consent from the child's parent, or registered practitioner or medical emergency services, if the parent cannot be contacted to administer the necessary medication.
- The Educator giving the medication must be a primary contact Educator and must have another Educator witness the dosage and administration of medication to the child. Both Educators are required to sign the medication form upon administration. One of these Educators will hold an approved and current Senior First Aid Certificate.
- If medication is to treat anaphylaxis or an asthma attack, medication will be administered to the child without authorisation. However, the child's parent and emergency service will be contacted as soon as possible.
- On the administration of any medication, Educators will complete the necessary paperwork on the Administration of Medication Authorisation form at the time of administration. This should not be left to a later time unless in the case of an emergency where other actions take priority.
- Children will be supervised and monitored whilst taking medication e.g. Nebulisers
- Non- prescription medications will not be given to children unless it is accompanied by a doctor's letter stating the following;
  - Reasons for medication
  - Period of time that medication is required, if applicable

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- Dosage required
- Any other information detailing the medication and administration
- The doctor's name and signature

Children on such medication will only be permitted to attend if the Nominated Supervisor feels that they are well enough to do so.

- Action plans will be required for children with asthma and anaphylaxis medication and need to be updated every 6 months and/or when the condition or medication changes.
- Long term Medication forms will be filled in for asthma medication that is required at a particular time on a particular day or for ongoing amount of time. The child's individual action plan will be used in case of an emergency. Spare asthma medication is required to be left at the Service by families for each child diagnosed with asthma.
- A child with asthma or anaphylaxis cannot attend unless they have their medication each day that they attend.
- Keep medication forms in a confidential manner and ensure the records are archived for the regulatory prescribed length of time.

## **When a child has medication to be administered, families must:**

- Advise Educators on any day that their child attends if they have had medication prior to arriving in case of an emergency. Please do so by writing in the comments section on the sign in sheet and verbally communicating this to an Educator.
- Complete appropriate documentation relevant to the service including an 'Administration of Medication' form, which provides Educators written permission to administer the medication and the details of the administration.
- When a child has medication to be administered, families must hand the medication to an Educator who will then store it appropriately until it is needed. Medication must not be left in children's bags.