

Edgeworth Child Care Centre Inc.

Medication Policy

Aim

Edgeworth Child Care Centre aims to facilitate effective care and health management of children who are taking medication for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication and compliance with the regulations.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
National Quality Standards 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Poisons and Therapeutic Goods Act 1996 (NSW)
Public Health Act 1991

Who is affected by this policy?

Educators
Children
Staff
Families
Management

Implementation

At times Service educators/staff will be asked to take the responsibility of administering medication to children. The following procedures are to be followed at all times:

- Medication will not be administered to a child unless prescribed by a medical practitioner. If the medication is an over-the-counter drug including Homeopathic, Naturopathic, it must be accompanied with a letter from a medical practitioner stating the child's name, the dose required and the period for which this dose is required.
- Medication will not be administered to a child unless presented at the service in its original container with the child's name on the original container label. Educators/staff will not administer un-labelled medication.
- Written consent will be required by the parent/guardian/authorised nominee before medication will be dispensed to a child.
- Two educators/staff members at all times will check the medication and dosage and sign the Medication Authority Form once the medication has been administered.
- Short Term Medications.

- This applies to medications that are only prescribed for a short period of time. Parents are to complete a Medication Authority Form when requesting that medication be given. The form is to include the child's name, plus the name of the medication, purpose and dosage of medication and the name of the prescribing doctor. This form is to be completed every day that the medication is required for each medication.
- Long Term Medications
 - This applies to medications that may be prescribed for administration over a prolonged period on a regular basis, e.g. asthma preventatives. Parents are to complete a Long Term Medication Authority Form when requesting that medication be given accompanied with a letter from the doctor which outlines the health condition being treated, the purpose of the medication, instructions on its administration, side effects to monitor for, and an emergency or first aid care plan if relevant. This form must be renewed every six months or if there is any change to the medication, e.g. dosage to be given.
 - There is nothing in the legislation to suggest that all medication referred to in a medical management plan must be prescribed, and the NSW Department of Education does not require medication that is referred to in a medical management plan to be prescribed.
- All Medication Authority forms will be kept in a secure and confidential file until the child turns 25 years of age.
- All medication will be securely stored in a locked cupboard, should the medications require refrigeration they will be placed at the back of the refrigerator on the top shelf, in a childproof container.
- If there is a disagreement between family members, including between custodial and a non-custodial, Department of Education will be contacted for advice. No medication will be given until advice has been obtained by Department of Education.
- If in the event that a child refuses to take their medication, educator/staff member will not force them and parents/guardian will be contacted immediately.
- Medication will not be given if these guidelines are not followed.
- All medication will be cross checked and administered using the 5 rights:
 1. Right Child
 2. Right Medication
 3. Right Time
 4. Right Dose
 5. Right Manner (indicated on medication label and Authority Form i.e. with food)

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulation 2011
Guide to the National Quality Standard 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
WorkCover www.workcover.nsw.gov.au Retrieved 25 10 17
Children, Youth and Women's Health Services Parenting and Child Health
www.cyh.com.au Retrieved 25 10 17
Kids and Poisons <http://kidshealth.schn.health.nsw.gov.au/projects/poison-safety>
Retrieved 25 10 17

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 25 October 2017

Date for next review: October 2018