



# Springwood and District Preschool Kindergarten

## Medication Policy

### **Legislation:**

*Education and Care Services National Law Act 2010*

*Education and Care Services National Regulation 2018*

*United Nations Convention on the Rights of the Child 1989*

*Public Health Act 1991*

### **QUALITY AREA 2. CHILDREN'S HEALTH & SAFETY**

#### **National Regulations 2018**

- 92 Medication record
- 93 Administration of medication
- 94 Exception to authorisation requirement—anaphylaxis or asthma emergency
- 95 Procedure for administration of medication
- 96 Self-administration of medication

Other Related Regulations 2018: Regulations 12, 77, 85–87, 89, 103, 136–7, 177, 183

Education and Care Services National Law Act 2010: Sections 173, 174(2)

Occupational Health and Safety Regulations 2007

Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces

### **Policy Statement**

#### ***This policy acts to ensure that:***

- Children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.
- Families can expect that Educators will act in the best interests of the children in their care at all times; meet the children's individual health care needs; maintain continuity of medication for their children when the need arises.
- Educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.
- Collaboration with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for their child;



- All staff, including casual staff, educators and volunteers, are informed of all children diagnosed with a medical condition and the risk minimisation procedures for these;
- All families are provided with current information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the Risk Minimisation Plan;
- All children with diagnosed medical conditions have a current Risk Minimisation Plan that is accessible to all staff;
- All staff are adequately trained in the administration of emergency medication.

**Rationale:**

Springwood and District Preschool Kindergarten has a duty of care to take reasonable steps to maintain children's safety and wellbeing. Medication sometimes needs to be administered at preschool by educators. Accidental poisoning of children through medicines, aspirin, drugs, sedatives etc. is a serious risk. A safe and clear procedure provides the best method for ensuring that all children are safe.

**Aim:**

- To provide clear procedures for the use of medication by educators
- To bring awareness to parents about Springwood and District Preschool Kindergarten's Medication policy
- To adhere to all regulations under the Public Health Act 1991.
- [To adhere to legislative requirements regarding Medication records as outlined in the Education and Care Services National Regulation – Division 2 –Incidents, Injury, Trauma and Illness \(102, 103, 104, 105, 106\)](#)
- To help parents make choices for the promotion of health and wellbeing for their children.

**Procedure:****Implementation:****In regards to definitions:**

- No medication will be administered to a child unless prescribed by a medical practitioner. If the medication is an over-the-counter drug, 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 will be required.
- Herbal medications will not be administered by educators
- If the child requires prescription medication and has a doctors (and the Directors) approval to attend preschool, educators will administer a maximum of TWO doses per day.

**In regards to exclusion and disclosures:**

- No out of date, unclear, wrongly labeled or decanted medicines will be administered.
- Any child on antibiotics must not attend preschool for a minimum of 24 hours when first prescribed the medication, the 24 hour period begins at the end of the preschool day e.g. 3pm.
- Staff will not be responsible for administering the first dose of ANY medication.

**In regard to parental/guardian responsibilities:**

- Parents have prime responsibility for the health and wellbeing of their children.
- A medication form is to be filled out every time a child requires medication. The child's form



needs to be collected from an educator. Parents are to ensure this form is filled out correctly otherwise medication cannot be administered. See Attachment 1 for Medication Form

- The Medication form includes the following details:

<https://education.nsw.gov.au/early-childhood-education/ecec-resource-library/asthma-aiming-for-asthma-improvement-in-children-program> (DeT link)

- a. The name of the child
  - b. The authorisation to administer medication, signed by a parent or person named in the child's enrolment form as authorized
  - c. The name of the medication to be administered
  - d. The time and date the medication was last administered
  - e. The time and date or the circumstances under which the medication should next be administered
  - f. The dosage of the medication to be administered
  - g. The manner in which the medication is to be administered
  - h. If the medication is administered to the child-
    - I. The dosage that was administered
    - II. The manner in which the medication was administered
    - III. The time and date the medication was administered
    - IV. The name and signature of the person who administered the medication
    - V. The name and signature of the person who checked the dosage and witnessed administration
- Parents are required to hand over medication to educators, they will then store medication as required. Most medication will be kept in a locked MEDICATION CONTAINER in the fridge (unless instructed otherwise by medical practitioner). The key to the Medication Container will be kept on a hook near the window. The medication pharmacal label MUST include the child's name, medication name and dosage times clearly. The medication must be collected from educators at the end of each day.
  - No prescribed medications should be left by parents in the children's bags as they can be accessible to the children throughout the day
  - Parents must inform educators if the child has been administered any medication during the night, or before arriving in the morning

#### **Paracetamol and Ibuprofen policy:**

- Paracetamol will only be administered if the child has a fever of 38°C or over.
- Parents are required to state if their child has been given or not any ibuprofen in the last 12 hours.
- If your child requires Panadol or Nurofen due to teething, pain relief or any discomfort then the child should remain home for the day.

**WE RELY ON YOUR HONESTY TO INFORM US WHEN YOU HAVE USED PARACETOMOL PREPARATIONS OR NUROFEN. THESE PREPARATIONS WILL DISGUISE A FEVER WHICH CAN BE A SIGN OF ILLNESS.**



**In regards to packaging and storage:**

- All medication must be in the original container clearly labeled with the child's name on a pharmacal label, used by date, name and dosage of medication
- All medication must be stored in facilities that are secure and inaccessible to the children and appropriate for the medication.

**In regard to long term medication or ongoing medical conditions:**

- Long term medication, e.g. asthma, diabetes or epilepsy requires a regularly updated action plan. The parents are responsible for informing preschool in writing of any changes to this plan.
- Any child suffering effects of long term illness or allergic reaction requires a plan detailing reactions, plan of response and emergency details.
- There is a long term medication form for parents to fill out which requires updating periodically.

**In regards to administering by educators:**

- Only educators with current first aid certificates may administer medication.
- Educators need to check at the beginning of each day if there is medication to be given.
- All medication short term or long term requires one educator to measure the dose of medication and another educator is to check the correct medication has been poured, that the dose is correct, as well as a cross check of the child's name.
- If educators are unclear about the instructions they will phone the parent to clarify and may retain the right to not administer the medication.
- After administration of medication, the educator who administered the medication and the educator who cross checked the procedure should complete and sign/print the Medication Authority section on the medication form.
- Educators should bring to the attention of the Director any concerns they have regarding medication or reactions.

**In regard to records management and regulations:**

- All Medication Authorisation forms must be retained in the preschool for at least twenty five (25) years.
- All personalised medication forms are filed in records.
- Files are archived annually or when the child leaves preschool

**In regard to preschool obligations:**

- Management should ensure that educators should be aware of possible side effects and steps taken if a reaction to medication occurs.
- Training and information on interventions aimed at reducing the risk of accidental poisoning is available for educators
- Educators are clearly instructed on how to give medication and all Springwood and District Preschool Kindergarten policies relevant to disease, medication, illness in young children and first aid procedures.
- Educators are aware of the steps to be taken in case of an emergency.

**SPRINGWOOD AND DISTRICT PRESCHOOL KINDERGARTEN'S FIVE STEPS WHEN ADMINISTERING MEDICATION:**

1. Right medication
2. Right time
3. Right manner



4. Right amount

5. RIGHT CHILD

**Always monitor for reactions**

<b>Links to National Quality Framework Standards:</b>		
<b>Quality Area 2</b>		<b>Children's Health and Safety</b>
Standard	2.1	Each child's health and physical activity is supported and promoted.
Standard	2.3	Each child is protected.
<b>Quality Area 4</b>		<b>Staffing Arrangements</b>
Standard	4.1	Staffing arrangements enhance children's learning and development
Standard	4.2	Management, Educators, co-ordinators and staff members are respectful and ethical.
<b>Quality Area 6</b>		<b>Collaborative partnerships with families and communities</b>
Standard	6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard	6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing.
<b>Quality Area 7</b>		<b>Governance and Leadership</b>
Standard	7.1	Governance supports the operation of a quality service.
Standard	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.

**Source:**

Arthur, L., Beecher, B., Death, E., Dockett, S., & Farmer, S. (2008) *Programming and Planning in early childhood settings (3<sup>rd</sup> ed.)* Victoria:Thomson

Community Child Care Co-operative (NSW)- Environmental Sustainability

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2018) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

National Health and Medical Research Council. (2005) *Staying healthy in Child Care* 4<sup>th</sup> ed

NSW Department of Health

[NSW Commission for Children and Young People https://check.kids.nsw.gov.au/](https://check.kids.nsw.gov.au/)

[NSW Government. http://kids.nsw.gov.au/](http://kids.nsw.gov.au/)

[www.chw.edu.au](http://www.chw.edu.au)

Policy Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



*Next Review Date:* \_\_\_\_/\_\_\_\_/\_\_\_\_





# Springwood and District Preschool Kindergarten

## Medication Form

Parents – if your child requires medication whilst attending Preschool please complete this form and present the form to a member of staff along with your child's medication. Medication must be in original container and must have child's name clearly written on the pharmaceutical label. All medication will be administered by suitably qualified staff members

You are required to complete your child's medication details EACH DAY YOUR CHILD REQUIRES MEDICATION

<b>Date:</b>	<b>Child's Full Name:</b>	
Reason for medication:		
Name of Prescribing Doctor and Special Instructions:		
Medication name:		
Time medication was last given:		
Medication dosage to be administered:		
Time/s to administer medication:		
The Manner in which medication is to be administered:		
Dosage of medication to be given:		
Parent Name & signature and date:		
<b>Springwood and District Preschool Kindergarten Staff Use Only</b>		
Time given:	Dosage given:	
Name of Staff member:	Name of Staff member witness:	
<b>signature:</b>	<b>Signature</b>	

