



# ADMINISTRATION OF MEDICATION

## Links

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**Education and Care Services National Regulations:** 90 – 96, 178, 181-184  
**National Quality Standard:** 2.1.2; 2.2.1

## Policy statement

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Tropics Early Learning aims to facilitate effective health care and management of children who are required to take medications for health reasons, prevention and management of acute episodes of illness or medical emergencies by providing the safe administration of medication.

## Implementation

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- Medication will only be administered if it:
  - is in its original packaging.
  - has been prescribed by a medical practitioner, over the counter medications such as paracetamol and cough medicines will not be administered unless prescribed by a doctor.
  - creams and sprays that have not been prescribed by a doctor, and will not be ingested, must have a pharmacy label with the child's name on the label, nappy creams, sunscreen and insect repellent are exempt from this.
  - has the dispensing label (that is clearly readable) detailing the child's name, required dosage and expiration date.
- Medication will not be given to the child if the label has another person's name on it.
- We will ensure that an Administration of Medication Form is completed for each child who requires medication. A separate form will be completed for each medication if more than one is required.
- Medication will not be administered if written permission is not obtained from the child's parent/guardian, or other authorised nominee named in the child's enrolment information.
- Medication must not be left in the child's bag upon arrival at the service. The person delivering the child must give the medication directly to a staff member. The staff member will then store the medication in the kitchen refrigerator. If the medication does not require refrigeration, it will be stored in the locked medication box.

## Administering the medication

When administering the medication, staff will:

- Ensure that it is administered promptly at the prescribed times, and follow the directions that are attached to the medication.
- Wash hands before administering the medication.
- Make sure that the medication is checked by 2 staff members before administering it – checking the name of the medication, the person it has been prescribed to, the dosage, the prescribing doctor, and the expiration date on the medication.
- Ensure that the Administration of Medication Form is signed by both staff members.
- Place the medication back into the appropriate storage place.
- Children must be monitored (during play) for 30 minutes after the medication is given to ensure there is no adverse reaction.

## Emergency Administration of Medication

- In the case of an emergency, where the administration of medication must occur, we will attempt to receive verbal authorisation by a parent/guardian of the child. If the parent/guardian cannot be contacted, we will attempt to gain verbal permission from an authorised nominee, named in the child's enrolment form.
- If none of the child's contacts can be reasonably reached, we will contact a registered medical practitioner, or an emergency service on 000.
- In the event of an emergency, and where the administration of medication must occur, an incident, injury, trauma and illness record will be completed, and a copy provided to the parent/guardian of the child, other authorised nominee, or medical practitioner.
- In the case of an asthma or anaphylaxis emergency, medication may be administered to a child without a prior authorisation, however we will contact the following as soon as practicable:
  - A parent/guardian of the child.
  - Emergency services.
- The child will be positively reassured, calmed and moved to a quiet area under the direct supervision of a suitably experienced and trained educator

Sources: *Education and Care Services National Regulations 2011; National Quality Standard; Staying Healthy – Preventing infectious diseases in early childhood education and care services, 5<sup>th</sup> ed.*

Policy Redeveloped January 2023 (see archived policies for previous versions)

Date of review	Modifications made	Approved
January 2023	Redeveloped policy	February 2023