

BERMAGUI PRESCHOOL



4.01 Medication

Written By

Narelle Myers

Aim

This policy outlines the strategies and practices in correct medication management including authorisation, requests, storage, supervision, administration and monitoring and medication error. It is important when administering medication that strict procedures to promote the health and wellbeing of each child using the preschool are followed.

Purpose

Bermagui Preschool and staff responsibilities are to provide adequate first aid measures and medication administration in a safe manner and in accordance with their training and/or as advised by relevant medical professionals. This ensures that the medication is medically warranted. Some medications like analgesics or over the counter medications can mask signs and symptoms of serious illness or injury and should not therefore be used by staff as a standard first aid strategy. This policy promotes better health outcomes and increases understanding, awareness and knowledge about medication management and promotes the right medication in the right environment, for the right condition with the best effect and health outcome for children.

Definitions

Medication is defined as chemical substances or combinations of substances used to treat, control or relieve disease, illness or other medical conditions. Obvious examples are:

- Prescription medication
- Non-prescription medication
- Complementary/ alternative therapies
- Vitamins and minerals
- Supplements
- Oral and topical medication e.g. nappy creams

All of the above should be prescribed by an authorised health professional if you require medication to be administered at Bermagui Preschool. Only authorised health professionals can order medications and sign the medication authority according to their specific professional regulations. Professionals who may prescribe are limited to:

- medical practitioners (GPs and/or specialists)
- dentists
- optometrists
- nurse practitioners
- pharmacists

Paracetamol (eg panadol) and other over the counter medications will not be administered unless advised by a medical professional in an emergency as this form of medication can mask signs and symptoms of serious illness or injury and should not, therefore, be used by staff as a standard first aid strategy.

Authorisation and request of medication:

- Staff will manage medication that has been prescribed by an authorised health professional. Prescription medication must be labelled with the child's name, dosage, way to be administered, expiry date and treating authorised health professional's name. For Non-prescription medication, such as nappy rash creams, burns creams, etc., the medication must be labelled by an authorised health professional with the child's name, dosage, expiry date and authorised health professionals name.
- Bermagui Preschool requires a completed Medication Record and Authorisation to Administer Medication, with declaration signed by the child's family (parent/guardian). The only exception to this policy is first aid medication as appropriate for first aid emergencies.
- If a child becomes unwell in care, then the parent/guardian should be contacted or, if an unforeseen medical emergency arises while a child is in care and there is no formal health plan in place, the emergency is treated in the same way as any other emergency that is staff immediately adopts a first aid response and calls an ambulance.
- Continuing medication e.g. Asthma Medication or EpiPen must be supported by appropriate Health Care/or Medical Plan as provided by the doctor, Medication Authority Form, and a Risk Management Plan.

Storage of medication

- The centre will minimise the quantity of medication held on site.
- Medications must be stored strictly in accordance with product instructions (paying particular note to temperature, and exposure to light or air).
- All medication supplied must be in the original container in which dispensed and should be labelled with the child's name, dosage, way to be administered and expiry date.
- Storage should be secure with clear labelling and access limited to the staff responsible for medication storage and supervision.
- Medication must be delivered to staff daily or a week's supply at the most except for in long term continuous care arrangements. This might require the family to organise a second labelled container from the pharmacy for safe storage at home.

Implementation

- The preschool will ensure that the Medication Form is completed for each child who requires medication, firstly by the parent/guardian and then by staff and witness after administration of the medication. A separate form must be completed for each medication if more than one is required.
- Medication may only be administered by the preschool with written authority signed by the child's parent/guardian or other responsible person named in the child's enrolment record that is authorised by the child's parent/guardian to make decisions about the administration of medication.
- In the instance that the child's registered medical practitioner prescribes a medication, the service must ensure the medication is administered appropriately.
- Medication must be provided by the child's parent/guardian including the following:
 - Original container. Medication will only be administered from the original container.
 - Original label that is clearly readable.
 - Child's name clearly on the label.
 - Any instructions attached to the medication or related to the use of the medication.
 - Any verbal or written instructions provided by the child's registered medical practitioner, including dosage, manner in which medicine is to be administered and recommended time of administration.

- Any person delivering a child to the service must not leave medications in the child's bag or locker. Medication must be given directly to staff for appropriate storage upon arrival. Medication will be stored in the locked cupboard or if needing refrigeration in the refrigerator that is inaccessible to children, in a locked medication box.

Supervision of Medication

- Staff must be provided with written instructions from the authorised prescriber to assist them with safe supervision of medication; or instructions printed and attached to the product packaging by the dispensing pharmacist.
- Parents/guardians must provide written authorisation for the administration of any medication and will sign the Authorisation to Administer Medication Form.
- Staff must check medication authority to ensure when the medication is to be administered and when medication was last given.
- Only first aid qualified staff may administer medication. A witnessing staff member must witness the administering of the medication.
- The administering staff member and witnessing staff member must check the original medication container against the medication record including all the following:
 1. has the right medication
 2. the right dose
 3. by the right manner (for example oral or inhaled)
 4. expiry prior to giving medication
 5. at the right time
 6. the identity of the child
- Do not administer the medication if any of these requirements do not correspond.
- The administering and witnessing educators supervising medication are to sign the medication record.
- It is unsafe to share medications; medications are prescribed for specific individuals and conditions. Therefore, educators will not administer medication to a child that has a sibling's name on the label unless a letter of confirmation can be provided by a medical practitioner.

Monitoring the effects of medication

- Staff should observe and document any changes in behaviour comfort levels or adverse effects after administering medication. Such observations can be used by health professionals in determining care plans.
- It is not the role of staff to interpret behaviour in relation to a medical condition
- If staff are concerned for any reason about a child's health their first aid training requires them to enact standard first aid emergency procedures.

Medication error

If a child takes the wrong medication, the wrong amount of medication or takes medication via the wrong route, the following steps should be followed.

- Ring the poisons information line 13 11 26
- Provide details of the following: - Child - Child's Age - Medication administered or taken - Error that occurred - Your relationship to the child

- Act immediately upon their advice for example if you are advised to call an ambulance do the following:
 - provide first aid support as advised
 - notify the child's emergency contact person
 - document details of the error incident, advice given and the actions you undertook on the accident injury and illness form.
- Review medication management procedures at the centre in light of the incident.
- Then later review centre procedures to address any discrepancies in the process and reduce the potential for further incidents.
- Staff should advise the centre director.

Emergency Administration of Medication For anaphylaxis or asthma emergencies (refer to relevant policy)

- In the event of an emergency, the service must follow the Incident, Injury, Trauma and Illness Policy and complete the Incident, Injury, Trauma and Illness Record.
- In the event of an emergency and where the administration of medication must occur, the preschool must attempt to receive verbal authorisation by a parent/guardian of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If a parent/guardian of a child cannot be contacted, the preschool must attempt to receive verbal authorisation from an emergency contact of the child named in the child's Enrolment Form who is authorised to consent to the administration of medication.
- If none of the child's nominated contacts can be reasonably reached, the service must 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, written notice must be provided to a parent/guardian of the child or other emergency contact person listed on the child's Enrolment Form.

Anaphylaxis or Asthma (refer to relevant policy)

- For anaphylaxis or asthma emergencies, medication may be administered to a child without an authorisation following the information listed above under Emergency Administration of Medication.
- The service must contact the following as soon as practicably possible:
 - Emergency services.
 - A parent/guardian of the child.
- The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained staff member.

Conclusion

- The Responsible Person has the right to refuse a request to administer medication and request that the parent/guardian administer said medication should they feel necessary to do so.
- All medical records are to be confidentially stored for a period of 21 years.

Relevant Legislation

Education and Care Services National Regulations

Resources & References

- Privacy Law. Access website www.privacy.gov.au/law
- UNICEF - A summary of the rights of the child under the Convention on the Rights of the child.
- Early Childhood Australia (ECA). Code of Ethics. Access website
- Belonging Being and Becoming: The Early Years Learning Framework for Australia.
- National Health Medical Research Council.
- Staying Healthy in Child Care
- Anaphylaxis Australia - Schools and Child Care Centres State Guidelines
- Asthma Australia - Information about asthma management and links to state/territory Asthma Foundations

Relevant Documentation

7.11 Medication Authority and Continuation of Medication Authority Form

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