Medication Policy

At times a child may require medication to be administered whilst at The Peter Toms Early Learning Centre. A medication folder is in each room. It is most important that parents/guardians verbally communicate with staff, as well as provide written documentation for all medications that will need to be administered throughout the day. Each child has an individual medication permission form located in the room medication folder. The following procedure will be followed when administering any prescribed medications.

Written permission from a parent/guardian must be supplied before the medicine is administered on the Peter Toms Early Learning Centre medication form including the following information and detail:

- Date and time the last dosage was administered
- Date and time/s medication is to be administered at the ELC
- Dosage – as per written instructions on container or script
- Frequency – as per written instruction on container or script
- Parent/guardian's signature to give permission

Any medications prescribed by your child’s doctor and be labelled by the pharmacy with your child’s name, name of medication, dosage, frequency and date. All medications must be within use by dates.

Medication must not be given to a child when:

- It is prescribed for another person
- The medicine is not in the original container
- The expiry date has been reached/past

In the event that the written permission instruction is in conflict with those on the container or script, the medication will not be administered without written consent from both the child’s doctor and parent/guardian.

Staff will ensure that medications forms are kept in the medication folder. Medication must be measured by a staff member and checked by a second person before being administered by that primary contact staff member. Both staff members are required to sign that the medication had been checked and administered. Staff also record the date and time the medication is administered.

Parents/guardians are to sign the medication form when they collect their child. If a child attends before &/or after school care a medication form will need to be filled out there and passed on to the classroom teacher or Director.

Non-prescribed medication

Written permission from a parent /guardian must be supplied before the non-prescribed medicine is administered on the Peter Toms Early Learning Centre medication form including the following information and detail:
- Date and time/s medication is to be administered
- Dosage – as per written instructions on container
- Frequency – as per written instruction on container or script
- Parent /guardian’s signature

Medications are to be labeled clearly with the child’s name, delivered in the original canister/container and with the expiry date visible and within date.

Administration of paracetamol

Normal body temperature is between 36°C and 37°C. A temperature of 37.8°C or above is considered a fever. If a child has a high temperature their parent/caregiver will be contacted to collect the child. We will not administer paracetamol.

Procedures for the safe administration of medication

It is important that two staff are responsible for the administration of any medication. This includes one staff member to observe and check details and procedures as a safety precaution (CSR r 83[3]).

- Wash hands.
- Check medication book to confirm date, time, dosage and child.
- Check that medication:
  - Is in the original container, bearing the original label and instructions
  - Is correct, as listed in the medication book
  - Has the child’s name on it (if the medication was prescribed by a registered medical practitioner)
  - Has the dosage as listed in the medication book
  - Has not passed its expiry date.

When administering the medication ensure that:

- You have the right child
- The correct dosage is given.
- Both staff complete the medication book and return any remaining medication to the appropriate storage, such as refrigerator or locked drawer.
- Staff inform the parent/guardian on arrival to collect the child that medication has been administered and ensure that the parent/guardian completes the details in the medication book.

Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to twelve months). In these cases:

- A medical management plan/letter completed by the child’s doctor must be provided and attached to the child’s enrolment form.
- This medical management plan/letter must state the following:
  - The name of the medication the child is to be administered
- What time/circumstance the medication is to be administered
- The dosage
- The reason the child is requiring the medication
- The impact of a missed dose
- The contact details of the prescribing Doctor
- Any additional instructions

- Medications will be kept in a locked drawer in the Director’s office
- In the event of a child refusing to take medication the Director will advise the parent/caregiver immediately. Staff will not force children to take medication.

Source
Policy created: 4 June, 2011