

## Administration of authorised medication policy

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### Aim

The health, safety and well being of all children in our care is our number one priority, as such TheirCare will ensure that medication is authorised, stored and provided in line with the regulatory requirements.

### Implementation

Our service and educators will only administer medication to children if it is authorised by parents or another person as nominated on the child's enrolment form. If there is a medical emergency, we will also administer medication when authorised verbally by a parent or another authorised person, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency in line with the child's documented action plan without first receiving authorisation.

For the purposes of this policy, Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:

- prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
- influence, inhibit or modify a physiological process.

This covers products like sunscreen and insect repellent.

The Responsible person will ensure:

- a copy of this policy is provided to parents when they enrol their child
- children's medication is audited each term to ensure it has not expired, and is in the original container with legible labels
- children's action plans and risk minimisation plans are reviewed each term and updated where necessary
- training is provided for educators as required including in the administration of emergency medication like EpiPens and asthma inhalers, and where there are special requirements for administering medication eg nebulisers.

### Administration of Medication (non-emergency)

Educators will administer medication to a child **only** if it complies with our policy requirements and:

1. if the medication is authorised in writing by a parent or another authorised person and
  - is the original container
  - has not expired
  - has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child's name
  - is administered in accordance with any instructions on the label or from the doctor.
2. after the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication. If

the Service is a single staff Service, the Responsible person is required to Face time the Area Manager to have them witness the administration of any medication.

### **Over-the-Counter Pain Relief Medication eg Panadol**

We do not accept written or verbal authorisations to administer Over-the-Counter pain relief medication like Panadol, Nurofen, Ibuprofen and paracetamol unless it has been prescribed by a medical practitioner and is documented in an existing plan or authorised verbally by a medical professional in an emergency. Pain relief medication may mask the symptoms of serious illnesses and our educators are not qualified medical professionals. If a child is experiencing symptoms that might warrant over the counter pain relief, parents will be contacted to pick the child up from the service.

Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Where a child is arriving at the Service themselves the Educator will remove the medication from the child's bag and store it in the medication tub that is located in the lockable cabinet in the Service office area. Auto injection devices (eg Epipens) and asthma puffers will be stored so they are inaccessible to children. All other medication will be stored in the medication tub that is located in a cabinet in the Service office area or fridge. Non-refrigerated medication will be kept away from direct sources of heat.

### **Self-Administration of Medication by Children over Preschool Age**

Our service permits children over preschool age to self-administer medication if this is authorised by the child's parent or another authorised person nominated on the child's enrolment form. This information will be detailed in the child's Medical Management Plan and Medical Conditions Risk Minimisation Plan if appropriate. The child's medication will be stored in a secure area which other children cannot access.

When the medication is due to be administered:

- educators will advise the child to take their medication
- educators must supervise the child administering the medication
- educators will complete a medication record
- if the Service is a single staff Service, the Responsible person will face time the Area Manager to have them witness the administration of the medication

### **Administration of Medication in emergencies other than anaphylaxis or asthma emergencies**

1. Educators will administer medication to a child in an emergency only if they receive verbal authorisation from a registered medical practitioner or emergency service.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Responsible Person will contact the child's parent/guardian, and provide written notice to the parent/guardian, as soon as possible.
4. The Responsible person will ensure the service completes an Incident, Injury, Trauma and Illness Record.
5. The Responsible Person will contact their Area Manager to notify them of the incident.

Educators will not administer medication if parents or authorised persons provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or authorised person, educators will obtain authorisation from a registered medical practitioner or emergency service.

#### **Administration of Medication during Anaphylaxis or Asthma Emergencies**

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency in line with the child's documented action plan without authorisation
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Responsible person will contact the child's parent/guardian and the emergency services as soon as possible.
4. The Responsible person will advise the child's parent/guardian in writing as soon as possible.
5. The Responsible person will ensure the service completes an Incident, Injury, Trauma and Illness Record.

**If a child has an adverse reaction to any medication or it's incorrectly administered**, the educator or staff member will immediately notify the Responsible person who will contact the child's parents/guardians straight away and ensure an Incident Record is completed. A first aid trained educator or staff member will respond to any first aid needs in line with the practices outlined in the Incident, Injury, Trauma and Illness Policy, including calling an ambulance if required.

#### **Medication Record**

Educators will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication or for the child to self-administer the medication
- details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next
- if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.
- if medication is administered by a child that is authorised in writing by the child's parent or person nominated in the child's enrolment form to self-administer medication, details the dosage the child took and how, and the time and date it was taken.

We will use the TheirCare Medication Record template to record the details of the medication administered as outlined above, we will adapt this Medication Record template to record the self-administration of medication for authorised children over pre-school age (eg in the "name and signature of educator administering medication" columns put N/A for not applicable).

## Related Policies

Acceptance and Refusal of Authorisations Policy  
 Emergency Service Contact Policy  
 Enrolment Policy  
 Incident, Injury, Trauma and Illness Policy  
 Medical Conditions Policy

## NQS

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

## National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	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

## My Time, Our Place

LO3	Children take increasing responsibility for their own health and physical wellbeing
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## Source

Education and Care Services National Law and Regulations  
 National Quality Standard  
 My Time Our Place

## Review

The policy will be reviewed annually by Management, Employees, Families and Interested Parties.

Last reviewed: 15/01/2025

Date for next review: 15/01/2026