

Administration of Medication Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Element 2.1.2: Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2 Each child is protected.

Element 2.2.2: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

POLICY STATEMENT

Arabadoo is dedicated to upholding the health, safety and wellbeing of all children attending our outside school hours care service. Our procedures regarding the administration of medication are designed to safeguard the interests of staff, children, and families. Arabadoo will only administer medication from the original container, with explicit permission for the parent/carer and medical practitioner.

At Arabadoo we believe in supporting children to becoming active citizens. One way we do this is through empowering children to take increasing responsibility for their own health and wellbeing. To ensure proper care, we expect parents/carers to inform the Service if their child is receiving medication at home, or school, or is required to self-medicate at Arabadoo. This information should include the nature and purpose of the medication, as well as any possible side effects it may have on the child. Educators will use this information to support the child's active participation in our Service.

RATIONALE

Under the Education and Care Services National Law and Regulations, outside school hours services are required to ensure medication records are kept for each child to whom medication is or is to be administered by the service ([Reg 92](#)). This record-keeping is essential for maintaining compliance with relevant regulations and standards, and we appreciate the cooperation of parents/carers in providing accurate and up-to-date information regarding their child's medication.

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CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standard	Other Service policies/documentation	Other
Education and Care Services National Regulations: 90, 90 (1)(a), 90(2), 91, 92-96, 136, 168, 170, 177, 181-184	2.1, 2.1.1.2.1.2 & 2.2, 2.2.1, 2.2.2 7.1.1, 7.2.1	Confidentiality Medical Conditions First Aid Policy Incident, Injury & Trauma Policy	My Time Our Place

ENDORSEMENT BY THE SERVICE:

Approval date: Sept 2024

Date for Review: Sept 2026

Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Bridget Pawley and Margie Bishop, May 2013.

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
3.0	12 August 2015	Liz Watkinson and Jane Leathwood		Minor adjustments to wording	Kerry Sinclair 12 February 2016
4.0	1 May 2019	Rowan Friend	Standards	Updated to new NQS	Kate Sellick - 8 May 2019
5.0	Nov 2023	KW OSHC Consulting	Regulations	Updated to include medical conditions alignment	Rowan Friend – 3 Sept 2024
			Policy Statement	More succinct, reference to medical records kept by Arabanoo	

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IMPLEMENTATION

At Arabanoo, families must adhere to the Service's established guidelines around the administration of medication to their child. Arabanoo will consistently follow legislative guidelines and adhere to the National Quality Standard, prioritising the health of children, families, and educators at all times.

PROCEDURE

Administering Medication

At Arabanoo, medication will only be administered by a **First Aid x educator**.

- Medication will only be administered by Arabanoo if:
 - The medication has been prescribed by a registered medical practitioner
 - The medication is in its original container
 - The medication bears the original label with the name of the child to whom the medication is to be administered
 - The medication is within the expiry or use by date
 - It is administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner
 - It is during Service operating hours
 - Another educator is present to check:
 - The correct medication is being administered
 - The dosage of the medication being administered is correct
 - The identity of the child to whom the medication is being administered is correct.
 - The correct method is being followed
 - The medication is being administered on the right date and at the right time

After all medication is administered, the Responsible Person will record the details on the *Medication Record*, and the second educator will witness the details. Details recorded are as follows:

- Name of child
- Name of medication
- Dose
- Method of administration
- Date
- Time
- Name and signature of person who administered the medication
- Name and signature of person who witnessed the administration
- Name of person who authorised the administration (if applicable)

Provision of Medication to the Service

- Arabanoo requires the medication to be handed to the Nominated Supervisor or Responsible Person with a completed Administration of Medication Form.
- Medication must be given directly to an educator and not left in the child's bag.
- An exception to the procedure is applied in the case of asthma medication for severe asthmatics. In this case the child may carry their medication on their person with

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parent/carer permission. Where a child carries their own asthma medication they should be encouraged to report to a member of staff any use of the puffer as soon as possible after self-administering.

- Educators will store the medication in the designated secure place, clearly labelled, and ensure that medication is kept out of reach of the children at all times.
- Parents/carers who wish medication to be administered to their child or have their child self-administer medication at the Service are required to complete the Administration of Medication Form providing the following information:
 - Name of child
 - Name of medication
 - Method of administration
 - Details of the date, time and dosage to be administered (general time, e.g. lunchtime will not be accepted)
 - Who is to administer the medication
 - Signature of parent /carer
- If anyone other than the parent/carer is bringing the child to the Service, a written permission note from the parent/carer detailing the above information must accompany the medication.

Self-Administration of Medication

Arabanoo supports children who take increasing responsibility for their own health and wellbeing. Children and young people at Arabanoo may self-administer medication under the following circumstances:

- Written authorisation and consent for the administration of medication must be provided by a parent or guardian on the child's enrolment form or *Medication Record*.
- Medication will be securely stored by an educator and dispensed to the child/young person as needed.
 - **Medication cannot be kept in a schoolbag.**
- The *Medication Record* will need to reflect that the medication is to be self-administered.
- After medication is self-administered, the Responsible Person will record the details on the Adminstrating Medication Record, and the second educator will witness the details.
- Details recorded are as follows:
 - Name of child
 - Name of medication
 - Dose
 - Method of administration
 - Date
 - Time
 - Name and signature of person who administered the medication
 - Name and signature of person who witnessed the administration
 - Name of person who authorised the administration (if applicable)
- Upon collecting their child, a parent or guardian must sign the *Medication Record*, acknowledging the dose and time of medication administration (e.g. asthma inhaler, diabetic treatment).

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Long-term Health Conditions

Where medication for treatment of long term conditions such as asthma, epilepsy, ADHD or allergies is required, the Service will require an individual Medical Management Plan from the child's medical practitioner or specialist. The plan is to include, but not limited to:

- Name of child
- Date of birth
- Current picture of the child
- Confirmed allergens
- Correct dosage of medication
- Authorisation of self-administration (if applicable)
- Contact details
- Medical practitioner or specialist details and signature
- How the condition is to be managed in the service environment.

If a child is to self-medicate, this must be detailed in an individual Medical Management Plan. This plan must be authorised by the child's medical practitioner and signed by both the practitioner and the child's parent/carer. The Responsible Person (with current first aid certificate) will verify the correct dosage with both the child and a second staff member, and both staff members will witness the administration of the medication.

Administration of Paracetamol

- Paracetamol will be stored in a locked medication container for emergency purposes.
- To prevent improper use and concealment of underlying causes for high temperatures, educators will administer Paracetamol only with a Doctor's letter specifying the reason, dosage and duration, except in emergency situations (e.g. onset of fever at the Service).
- A Medical Record will document any Paracetamol administration.
- If a child develops a fever while at the Service, the family will be promptly notified and requested to arrange the child's pickup as soon as possible.
- Families will be encouraged to consult a doctor to determine the cause of the fever.
- While awaiting collection, educators will:
 - Offer fluids to the child
 - Encourage the child to rest
 - Monitor the child for additional symptoms
 - Maintain supervision of the unwell child at all times, ensuring separation from well children.

Emergencies

- In the event of an anaphylaxis or asthma emergency, medication/treatment will be administered to a child, following the Asthma or Anaphylaxis Medical Management Action Plan.

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- No authorisation is required in the event of an asthma, anaphylaxis or allergen emergency. However, as soon as possible after administration, the parent/carer and/or emergency services are to be notified.
- In the event that an emergency requires administration of medication, verbal consent by a parent/carer will be accepted. The Service will provide written notice to the parent/carer as soon as practical after administration of the medication.

In the case of emergency, where a parent/carer or authorised person named on the administration medication form cannot reasonably be contacted, a registered medical practitioner or an emergency services staff member can provide verbal approval to administer medication. In this case a staff member will complete the administering medication form and name the medical practitioner/member of the emergency services personnel as the person giving authorisation. The Service will provide written notice to the parent/carer as soon as practical after administration of the medication.

Additional Medication Authorisation

There are some occasions when Anti Itch Cream or Antiseptic Cream may be administered by a responsible person. The Additional Medication Authorisation form is required to be completed and signed by the child’s parent/carer to enable administration.

CONSIDERATIONS:

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Procedure History

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3.0	12 August 2015	Liz Watkinson and Jane Leathwood		Minor adjustments to wording	Kerry Sinclair 12 February 2016
4.0	17 August 2016	Eloise Campbell, Cameron Grant & Rowan Friend	Additional Medication Authorisation Procedure Administering Medication	Additional Medication Authorisation Added. Rewording and lay out of Administrating Medication section Hand washing requirement added	Belinda Edmunds 30 November 2016
5.0	1 May 2019	Rowan Friend Kate Sellick	Standards	Updated to new NQS	Kate Sellick - 8 May 2019
6.0	November 2023	KW OSHC Consulting	Formatting	Added additional headings and subheading to make it easier to read and interpret	Rowan Friend – 3 Sept 2024
			Emergencies	Added paragraph to outline procedures around medical emergencies and administration of medication	
			Administration of Paracetamol	Procedures to follow when administering paracetamol	
			Provision of medication to the service	Procedures of how medication is to be provided to Arabanoo	