

5. Administration of Medication Policy

National Quality Standards (NQS)

Quality Area 2: Children’s Health and Safety		
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Regulations	
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

PURPOSE

We aim to ensure the safety of children when medication needs to be administered. Processes regarding the storage, authorisation, dispensing and disposal of both prescription and non-prescription (i.e. over-the-counter) medication always allows for children’s health and safety to be maintained.

SCOPE

This policy applies to children, families, staff, management and visitors of the Service

IMPLEMENTATION

The service will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication, and compliance with the regulation. Authority must be obtained from a parent or legal guardian before medication is administered by our educators. Medication is only to be administered by educators who have a current first aid certificate in accordance with written instructions of the authorized medical personnel. The administration of oral homeopathic, naturopathic, over the counter or non-prescribed oral medication (including cold preparations and paracetamol) will not be administered to any child while in care, with the exception of children with a chronic health problem or life-threatening illness.

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Our Services do not permit a child of any age to self-administer medication.

SOURCE

- Education and Care Services National Regulation
- National Quality Standards
- Occupational Health and Safety Act
- Staying Healthy in Child Care 5th Edition

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