



## Medications Policy

Date adopted:

Date last reviewed:  
February 2023

Reviewed by:  
Board of Management.

Date of next review:  
February 2025

### Policy context:

This policy relates to:

National Quality Standards.	Quality Area 2: Children's Health And Safety Standard 2.1 <i>Health</i> Each child's health and physical activity is supported and promoted. Element 2.1.2 <i>Health Practices and Procedures</i> Effective illness and injury management and hygiene practices are promoted and implemented.
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Legislation/Act.	Regulation 92 Medication record Regulation 93 Administration of medication Regulation 95 Procedure for administration of medication Regulation 96 Self-administration of medication
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### Documents related to this policy

Related policies	Safe Storage of Dangerous Goods Policy Workplace instruction - Administering Medicines & Drugs (Incl. Natural, Over the Counter & Prescription Medicines & Drugs)
Forms or other organisational documents	Medication Form
References	Staying Healthy in Childcare 5 <sup>th</sup> Ed 2012

### Policy Review:

Policy review frequency: This policy will be reviewed in accordance with the Organisations Review Policy.

Responsibility for review: The Board of Management.

Where appropriate staff will be part of the review process.

Documentation and communication: Policy documentation to be held in Policy and Procedure manuals. Where appropriate copies of new or reviewed policies will be given to staff, volunteers and families.

### Purpose

To document guidelines re: storage and administration of medications.

### Rationale

- To ensure that all medications are documented and administered correctly.
- To ensure that all medications are correctly stored.
- To prevent the unauthorised administration of medication.
- To meet licensing and Accreditation guidelines.

## Procedure

Parents/primary caregivers to inform staff if child is required to use/take medication.

All medications must be clearly labelled with correct child's name and in original packaging with dosage instructions or it will not be administered.

All required medications to be written on the available Medication Forms located in the basket on the shelf in the hallway.

**N.B.** *"As required" is not an adequate reason for staff to administer the medication, with the exception of those on a specific management plan.*

Completed medication form and medication to be handed to an educator.

Two educators will co-sign after medicine has been administered.

All medications are to be placed in medicine cabinet or refrigerator not accessible to children.

Centre does store liquid paracetamol in case of medical emergencies – only to be administered upon parent/primary caregiver/medical request.

Medications purchased over the counter must be accompanied by a letter from your doctor authorising administration to your child during preschool hours. With the exception of nappy creams (supplied by families and clearly labelled with the child's name), stingoes and antiseptic creams (used by the service when administering first aid).

All medications must be clearly labelled with the pharmacist label with correct child's name and in original packaging or it will not be administered.

Prescription medicines cannot be administered without the written authority of parents/primary caregivers or the child's physician.

During a medical emergency the child's parents/primary caregivers/ authorised nominees (emergency contacts) will be contacted as soon as practicable.

See also Accidents and Emergencies Procedures

Central Coast Area Health recommends that families:

- ✱ Consult with their doctor to clarify dosage times of medications.
- ✱ Read and follow instructions on labels carefully.
- ✱ Ensure that the medication is correctly labelled for the child that it is being prescribed for.

Ideally three (3) times a day means eight (8) hourly intervals. However, if this is not practicable, Area Health suggests that you administer the doses evenly during the hours your child is awake e.g.

7am	Medication with breakfast
1pm	Medication with lunch
7pm	Medication with dinner

Many antibiotics must not be administered under 6-8 hourly doses.

**Legally the Centre cannot give medications under the minimum dosage times.**

### **Sample form**

WOY WOY PENINSULA COMMUNITY CHILDCARE CENTRE  <b><u>Medication Form</u></b>
Child's Name:
Medication: Reason for medication:
Date to be administered:
Dosage to be administered: Manner of administration: <i>e.g. lotion applied to skin, oral syringe.</i>
Time/s to be administered:
Date and time of <u>last dose</u> :
Consent to administer authorised by: Signature:

STAFF USE ONLY	
<b>First</b> Dosage administered: Time administered: Date administered: Manner in which administered: Administered by: Signature: _____ Date: _____ Witnessed by: Signature: _____ Date: _____	
<b>Second</b> Dosage administered: Time administered: Date administered: Manner in which administered: Administered by: Signature: _____ Date: _____ Witnessed by: Signature: _____ Date: _____	