

Medication

Policy Statement

We aim to ensure the proper care and attention to all children through following specific guidelines regarding all medications given to the children. To ensure the interests of staff, children and parents are not compromised, medication will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner. Specific consideration will also be given to children who are carrying medication in their school bags.

Policy Considerations

- National Standards Section 2.1.2 (Health practices and procedures)
- Education and Care Services National Regulations – Regulation 92-96

Procedure

- Parents who wish medication to be administered to their child at the Service must complete the medication form providing the following information.
 - Name of medication
 - Date, exact time or circumstances and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
 - Signature
- If a child is taking long term medication on a regular basis (such as Ritalin), a "long term medication record" must be completed. The staff will countersign each time medication is administered.
- Parents and staff are to ensure the details on the form are clear and clarify any questions.
- Medication should be given directly to an authorised staff member who will check the expiry date.
- Staff will store the medication in the designated secure place, clearly labelled.
- Staff will ensure that medication is kept out of reach of the children at all times.
- If a child has authority to self-administer medication, they may keep the medication in their bag if deemed suitable by the Coordinator. The Coordinator must be informed of any medication kept in the child's bag.
- Medication will only be administered from its original packaging and by an authorised staff member, or witnessed by an authorised staff member in the event of self-administration.
- Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date.
- Non-prescription medication will not be administered at the Service unless authorised by a parent/doctor.
- Parents/guardians are responsible for providing any required medication to the Service.
- Medication will be administered with the parent or guardian's written permission only, or in the event of an emergency verbal permission may be provided by the parent/guardian or medical practitioner.
- In the event of an asthma or anaphylaxis emergency medication may be administered without prior authorisation from the parent/guardian.
- Authorisation from anyone other than an authorised contact cannot be accepted, except in the event of an emergency.

Reviewed on:	14/07/2020	Approved on:	15/07/2020
Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

Kids Biz Holidays & Sports

OSHC Policies & Procedures

- If anyone other than the parent is bringing the child to the Service, a written permission note from the parent, including the above information, must accompany the medication.
- Before medication is given to a child the authorised staff member (usually the staff member with First Aid Certificate) who is administering the medication will verify the correct dosage with another staff member.
- A second staff member is to witness the administration of the medication.
- After the medication is given the authorised staff member will record the details on the medication form. Name of medication, date, time, dosage, name of person who administered and name of person who verified and witnessed.
- Where a medical practitioner's approval is given staff will complete the medication form and write the name of the medical practitioner for the authorisation.
- If children are receiving medication at home or school but not at the Service, parents are encouraged to inform the Service of the nature of the medication and its purpose and of any side effects it may have for the child so that staff can properly care for the child.
- Self-administration of medication will only be permitted for children above preschool age.

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
11/02/2020	Full Review
14/07/2020	Full review

Reviewed on:	14/07/2020	Approved on:	15/07/2020
Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner