***Bexley Jack and Jill Preschool Inc.***

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

**MANAGING ILLNESSES AND OTHER CONDITIONS:**

**MEDICATION POLICY**

**POLICY:** The centre 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.

**BACKGROUND:** Studies of children in care have found that on any one day 5% are on medication for an illness, mostly asthma, respiratory and ear infections, or allergies, and in a month, half will have been on over the counter medications for colds or allergies. Many children have chronic health problems such as asthma, diabetes, epilepsy and allergies and may be at risk of a medical emergency while in care and require emergency treatment or medication.

This policy refers to general guidelines and the general requirements as stated in the Regulations regarding the administration of medication by children’s centre staff to children in their care and to the administration of non-invasive medications such as oral and topical (skin) medications.

**RELEVANT LEGISLATION:**

* Education and Care Services National Regulations 2011
* Children (Education and Care Services National Law Application) Act 2010

**LINKS TO NATIONAL QUALITY STANDARD**

* QA2: Children’s Health and Safety
* 2.1 Each child’s health is promoted
* 2.1.1 Each child’s health needs are supported

**KEY RESOURCES:**

* Staying Healthy in Child Care, 5th Edition NHMRC, 2012
* www.health.gov.au/nhmrc

**PRACTICES:**

To facilitate effective care and health management of children who are taking medication for a health problem, prevention and management of acute episodes of illness or medical emergencies requiring administration of medication, the preschool will;

* **Ensure families provide a summary of the child’s health,** medications, allergies to medications or other substances, the doctor’s name, address and phone number and a First Aid Action**/**Management Plan approved by the doctor if relevant, following enrolment and prior to the child starting at the service.
* **Be informed of any child enrolled who has a chronic health problem** such as asthma, epilepsy, diabetes, severe allergy, food allergy, or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid.

**Medication Record**

* **Ensure that a Medication Record is kept for each child to whom medication is administered. The details to be recorded are;**
	+ the name of the child
	+ the authorization to administer medication, signed by a parent/guardian
	+ the name of the medication to be administered
	+ the time and date the medication was last administered
	+ the time and date, or circumstances under which, the medication should next be administered
	+ the dosage of medication to be administered
	+ the manner in which the medication is to be administered
	+ if the medication is administered to the child;
		- the dosage that was administered
		- the manner in which the medication was administered
		- the time and date the medication was administered
		- the name and signature of the person who administered the medication
		- the name and signature of the witness (check the dosage of medication and the identity of the child)
* **Keep the Medication Record form in a confidential file,** health records are to be kept until the child turns 24 years old.

**Authorisation of Medication**

* **Ensure that medication is only administered to a child enrolled at the centre with written permission of the child’s parent or legal guardian.**
* **In the case of an emergency permission can be given verbally by**;
	+ aparent
	+ a person named in the child's enrolment record as authorised to consent to administration of medication
	+ *or if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances,*
	+ a registered medical practitioner
	+ an emergency service.
* **Exception to authorisation requirement—anaphylaxis or asthma emergency M**edication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the following are notified as soon as practicable—
	+ a parent of the child;
	+ the emergency services.

**Administration of Medication**

* **Ensure that medication to be administered is;**
	+ prescribed by a registered medical practitioner
	+ in the original container
	+ bearing the original label with the name of the child to whom the medication is to be administered
	+ used before the expiry or use by date
* **Ensure medication is administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner**
* **Ensure that a copy of the completed Medication Record is given to the parents/member of the family as soon as practicable after the medication is administered**
* **In relation to administering medications, centre staff must ensure;**
	+ they are adequately trained by an appropriate person
	+ they comply with all relevant children’s centre legislation, regulations, policies and guidelines
	+ prior written parental consent is obtained wherever possible
	+ they act in the best interests of the safety and health of the child
* **If a staff member feels in any doubt about the safety of administering any medication** or treatment, the children’s centre staff should not administer the medication or treatment and refer the matter to the Director and seek advice from the parent, doctor or the local Public Health Unit.
* **Homeopathic, naturopathic, over-the-counter or non-prescription medications (including paracetamol) must have written instructions from a registered medical practitioner** stating child’s name, times and dosage etc., otherwise only prescription medicine only will be administered at preschool. **The preschool will not give any unidentifiable medicine to a child.** No throat lozenges or cough lollies will be given to children at preschool.
* **Be aware that homeopathic, naturopathic, herbal and over-the-counter medications also have adverse effects and risks.**
* **Before administering medication, check the instructions on the Medication Authority Form are consistent** with both the doctor’s instructions and the child’s name and instructions on the label. If there is any doubt or inconsistency, the centre staff/Director should check with the doctor or pharmacist, and advise the parent, if it is considered the medication should not be administered.
* **Children who are to receive non regular medication are to wear a “medication badge”, which will be removed when medication is administered.**
* **Children who have received regular medication are to receive a stamp on their hand to indicate that medication has been administered.**
* **Ensure medication is securely stored in a cupboard in the kitchen** away from access by the children. Medication that requires refrigeration is stored in a locked metal box in the fridge. Medication must not be left in children’s bags/lockers.

**Other Issues**

* **If there is a disagreement between family members, including between custodial and non-custodial parent,** the Director will obtain advice from Department of Education and Communities. If the staff is **in doubt that appropriate consent has not been given** by all relevant family or guardians, do not administer the medication and obtain advice from Department of Education and Communities.
* **If any medical or first aid information, instructions or medication labels are written in a language other than English,** ask the family to obtain an English version from their registered medical practitioner to provide to the preschool.
* **Advise parents who leave medication to be administered without meeting the conditions of the relevant legislation and this policy that the medication will not be administered,** and medication prescribed for one child will not be administered to a sibling or other child.
* **If any emergency arises** where there is doubt or concerns about the child’s safety, the staff must act in the best interests of the child’s safety and health, by contacting the family, a doctor or calling **000** for an ambulance.
* **Ensure families and educators understand and acknowledge each other’s’ responsibilities** under the relevant legislation and the Centre policy.
* **Ensure all medication, emergency treatment and medical management policies are consistent with what is required by the relevant legislation,** these guidelines and by the center's public liability policy.

**Policy reviewed May 2014**