

# MEDICATION POLICY



## OBJECTIVE

This policy provides guidance regarding the administration of medicines, both prescribed and non-prescribed, to children enrolled at the Reid Early Childhood Centre.

## IMPLEMENTATION

All medication for use by children must be given to the room leader or other senior staff member, who all have first aid qualifications. It is the responsibility of parents/guardians to bring and collect any medication for their child.

The following information must be recorded in the *Medication Folder* and must be signed by the parent/guardian:

- name of the child
- the authorisation to administer medication signed by a parent or person named in the child's enrolment record as authorised to consent to the administration of medication
- name of the medication
- the dosage of medication to be administered
- the time and date when the medication should be next administered
- the manner in which the medication is to be administered

**RECC WILL NOT administer any medication if the medication form has not been completed correctly and signed by a parent/guardian on the day of administering any medication.**

Alternatively, the parent/guardian may come to RECC and personally administer the medicine to his/her child, under the condition that a senior staff member witnesses the medication being administered.

If medication is administered to children the following information is to be recorded in the *Medication Folder*:

- 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

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- the name and signature of another RECC staff member who shall witness the administration of medication to ensure the correct dose is administered.

The following must be checked by another permanent RECC staff member:

- the dosage of the medication to be administered
- the identify of the child to whom the medication is to be administered

The medication must be administered in accordance with any instructions attached to the medication, or any instructions provided by a registered medical practitioner.

In the case of an emergency, permission to administer medication can be given verbally by:

- a parent or 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 or an emergency service.

### **ANAPHYLAXIS AND ASTHMA**

Medication may be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. If medication is administered in this circumstance, the Director or nominated supervisor must ensure that the following are notified as soon as practicable:

- a parent of the child; and
- emergency services.

### **EXCLUSION FOLLOWING COMMENCEMENT OF ANTIBIOTICS**

Consistent with the minimum exclusion periods established under the *ACT Public Health Regulations 2000*, children are excluded from RECC for a minimum of 24 hours after commencing a new antibiotic (due to unforeseen reactions such as allergies or diarrhoea).

### **OVER THE COUNTER (NON-PRESCRIBED) MEDICATION**

RECC may administer over the counter (OTC) medication to children at the centre upon the request of a parent/guardian.

#### Panadol

RECC maintains supplies of Panadol on the premises. Authority to administer Panadol must be provided by the parent/guardian on the child's enrolment form. Before Panadol is administered in the Centre, the child's Room Leader, or Centre Director, will contact the parent or emergency contact to request permission from them.

#### Other OTC medication

RECC allows the following OTC medications for a maximum prescribed period on the packaging of the medication and up to the recommended dosage (if applicable) for:

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- Dimetapp
- Eczema creams
- Teething gels
- Children's Nurofen

RECC may administer other OTC, herbal or homeopathic medicines to children enrolled at the centre on the basis of a written recommendation from a General Practitioner registered in the ACT or NSW.

The medication must not be past the expiry date. Children must have received at least one dose of the medication 24 hours prior to attending care. This is to gauge any adverse reactions, such as an allergic reaction. If the child has suffered an adverse reaction, RECC will not administer the medication. If RECC has any concerns about possible reactions, the Centre can request that the child be excluded for a period of time, or refuse to administer the medication.

### **RELATED POLICIES:**

Emergency and Evacuation Policy

Illness Policy

Medical Conditions Policy

### **SOURCES:**

ACT Health - ACT Immunisation Requirements for entry into school, preschool and childcare 2010: Parents Guide ([www.health.act.gov.au](http://www.health.act.gov.au))

Education and Care Services National Regulations 2011.