

# Administering Medication Policy

Effective Date: September 2017

## 1 Aim

Five Dock Leisure Centre will facilitate effective care and health management of children who are taking medication for health problems, prevention and management of acute episodes of illness or medical emergencies by the safe administration of medication, and compliance with Regulations.

### Background:

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

### Practices:

The Five Dock Leisure Centre will take reasonable steps to ensure that this policy is current, reviewed regularly and communicated to staff and stakeholders.

The Five Dock Leisure Centre will take reasonable steps to inform and support staff of their responsibilities in implementing these policies at all times.

Five Dock Leisure Centre will:

- Ensure medication is administered to a child:
  - From its original container before the expiry or use by date;
  - In accordance with any instructions attached to the medication or provided by a registered medical practitioner;
  - (For prescribed medication) from the container that bears the original label with the name of the child to whom it is prescribed.
  - With a second person checking the dosage of the medication and witnessing its administration
- Medication will only be given by staff who hold a current First Aid Certificate or equivalent.
- Ensure families provide a summary of the child's health, medications, allergies to medication or other substances, the doctor's name, address and phone number, and a First Aid Management Plan approved by their doctor if relevant, following enrolment and prior to the child commencing in the service. This information will be updated by the child's parent or legal guardian when ever a child's medical condition changes or at a minimum on a yearly basis.
- Ensure medication is only administered to a child enrolled in the Centre's programs with the written permission of the child's parent or legal guardian.
- Ensure a short or long term medication authority form is completed for the administration of all other medications (excluding emergency asthma or anaphylaxis medication)..
- In the case of an anaphylaxis emergency, emergency first aid medication may be administered to the child without prior authorisation. In this circumstance, the child's parents and emergency services will be notified as soon as practicable.
- Staff will only administer prescribed medication, with the exception of an EpiPen in an anaphylaxis emergency

- If a staff member is in doubt about the safety of administering any medication or treatment, the staff should not administer the medication or treatment and refer the matter to the Coordinator on duty who will seek advice from the parent, doctor, or the local Public Health Unit
- Before administering medication, check that the instructions on the Medication Authority Form are consistent with both the doctor's instructions and the name and instructions on the label. If there is any doubt or inconsistency, the Coordinator or manager on duty should contact the prescribing doctor to seek clarification and written instructions on administration.
- Ensure that a medication record is completed for each child whom medication is to be administered. The details to be recorded are:
  - The name of the child;
  - 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 the medication to be administered;
  - The manner in which the medication is to be administered.
  - The name and signature of the person who witnessed the dose and administration of the medication.
- Ensure a Medication Authority Form is completed and signed for every child and for each medication.
- Keep the Medical Authority Form in a secure and confidential file. Health records are required to be kept for a minimum of 3 years from the last day they were cared for by the service or in the case of a child record relating to an incident, illness, injury or trauma suffered by a child must be kept in a safe and secure place until the child is 25 years of age.
- If there is a disagreement between family members, including between custodial and a non-custodial parent, inform the Centre Manager and obtain advice from Community Services. If any staff are in doubt that appropriate consent has not been given by all relevant family or guardians, do not administer the medication and obtain advice from Community Services.
- Advise parents and families that the administration of homeopathic, naturopathic, over-the-counter or non-prescribed medications (including cold preparations and paracetamol) must be accompanied by written instructions and dosage from a medical practitioner.
- Children will be excluded from care until 24 hours after the first dose of antibiotics have been administered at home.
- Ensure that staff do not administer medication until 24 hours after the first dose was administered.
- In the case of medication being required in an emergency without prior consent, the Centre will make every attempt to secure consent from the child's parent or legal guardian.
- Two staff members will witness phone consent for administration of medication in an emergency.

Once staff have obtained consent they will:

1. Administer medication as per labelled directions.
2. Document time and dosage on the medication form.

When every effort to obtain prior consent is unsuccessful, staff will:

1. Administer medication as per labelled instructions and document on medication form.
2. Continue to try and contact parent/legal guardian.
3. Closely monitor the child's symptoms.
4. If symptoms do not improve, seek medical treatment.
5. Inform parent of medication/treatment administered as soon as possible.

6. Ensure the medication form is signed when child is collected by parent/guardian.

- Advise parents who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines that the medications will not be administered, and medication prescribed for one child will not be administered to a sibling or another child.
- Ensure that Centre staff are aware of all children in their care who have ongoing medical conditions such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis that require ongoing medication, or might require emergency medication, treatment or first aid.
- Ensure medication is securely stored away from access by children.
- Return daily unused medication (such as antibiotics) to parents or responsible person at the end of the day -to ensure continuity of treatment.
- Return all unused medication back to the child's parents for disposal when the medication is finished or no longer in use.
- Inform parents of the Centres procedures and their responsibility to ensure that medication is stored correctly whilst at the Centre. Under no circumstances is medication to be left in children's bags.
- Under no circumstances will staff administer intrusive medication to a child. Intrusive medication refers to medication which is inserted into the child's genital area or anus.
- Ensure that if staff are taking medication, they provide it themselves and store it in a secure, safe place that is inaccessible to children.

**Relevant Legislation:** Education and Care Services National Regulation 2011, regulation 92-96, 178, 181-184, Education and Care Services National Law Act 2010, Section 167

**National Quality Standard: Quality Area 2: Children's Health and Safety**

**Source:** Staying Healthy in Child Care, 5th Edition, NHMRC, 2013; Health and Safety in Children's Centre's: Model Policies and Practices, 2nd Edition, 2003; National Quality Framework Resource Kit; Australian Children's Education and Care Quality Authority; 2011

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