



Medication

Background:

The following policy aims to ensure the safety of all children at Stepping Stones Child Care Centre whilst at the same time meeting the needs of the individual child, the requests of the parents and concerns staff may have with administration of medications. The policy is also based on regulations set out in the ACT Childcare Services Standards 2009 and Victorian Children's Services Regulations 2009.

Policy:

Stepping Stones Child Care Centre staff are able to administer medication to children under strict guidelines. The parent/guardian who completes the Medication Form is ultimately responsible for the appropriateness of the medication. If staff identify that the following procedures have not been met then they will not administer any medication. The rationale behind staff concerns with administer medication will be explained to parents as soon as possible.

In accordance with Standard 1.16 from ACT Childcare Services Standards 2009 and Regulation 17 from Victorian Children's Services Regulations 2009, the following is to be recorded on a Medication Form:

- Child's full name.
- Date.
- Name of medication.
- Date/s, time/s, dosage or the circumstances under which, the medication should be next administered.
- The time and date the medication was last administered before the child was placed in care.
- Any Doctor/Pharmacist's instructions relation to its administration and/or storage.
- Medication expiry date.
- The Parent/guardians name and signature that is authorising the medication to be administered to the child.
- An additional record of any medical condition that impacts on care and the necessary medication required.
- Date/s, time/s and dosage administered.
- Medication expiry date was checked.
- Name and signature of the person who administered the medication
- Name and signature of the person who witnessed the administration of the medication.
- Signature of parent/guardian acknowledging medication administration record.
- Centre Directors signature.

Prescription medication **MUST** have the child's name on it, and be within **expiry dates**. Staff can only administer medication as per Doctor's instructions on the label. This includes instructions regarding times of dosages, even if this differs from the parent request. Medication stating to be administered 3 times a day is 3 times in a 24 hour period being 8

hourly, 4 times a day is 6 hourly etc. Staff will only administer medication as per these 24 hour guidelines.

Homeopathic and Chinese medicines must have ingredients, clear instructions and a phone number for the Naturopath or other.

Over the counter medications, ie: Demazin, Bonjella etc must be in original container, within expiry date and come with written permission from a parent as per prescription medications. Staff will monitor the usage of these products, as they are not intended for extended use.

Emergency medications: ie: Ventolin and Epi-pens are given as per action plans displayed in classrooms. The Doctor's signature is ample in an emergency, and a normal medication form is completed if these medications are administered.

Parents Procedure:

- If a child requires prescribed medication whilst in child care, they must be on the medication for 24 hours before they are able to return to care, this will be monitored by prescribed dates on medication.
- Parents are to remove medication from their child's bag and give to staff to place in the medicine box in the fridge/shelf.
- Parents are to supply a labelled medicine cup/syringe with clear and legible measurements.
- Parents are to inform staff if their child requires medication to be administered.
- Parents are to complete a "Medication Record – Parent/Guardian Form", if medication is required to be administered by centre Staff. Staff will complete a "Medication Record – Staff Form" during administration of medication.
- Parents are to complete "Medication Record – Staff Form" on arrival to the centre to collect their child.
- Parents are responsible for requesting staff to collect medication from the kitchen fridge/medication box when collecting their child from the centre.

Staff Procedure:

- Staff are to store medication received from parents in the medicine box in the kitchen fridge or high shelf.
- Before the administration of medication staff are to wash and dry hands and wear gloves whilst preparing and administering any medication.
- Staff are to collect medication from medicine box in the fridge/shelf and check the following information against the completed "Medication Record – Guardian Form" and label on the medication:
 - Child's full name.
 - Date.
 - Name of medication
 - Date/s, time/s, dosage or the circumstances under which, the medication should be next administered. Dosage times need to be concise with Doctor's Instructions (Medication stating to be administered 3 times a day is 3 times in a 24 hour period being 8 hourly, 4 times a day is 6 hourly etc).

- The time and date the medication was last administered before the child was placed in care.
 - Any Doctor/Pharmacist's instructions relation to its administration and/or storage.
 - Medication expiry date.
 - The Parent/guardians name and signature that is authorising the medication to be administered to the child.
 - An additional record of any medical condition that impacts on care and the necessary medication required.
- One staff member is to administer medication (qualified staff if possible and must hold a Senior First Aid Certificate) and another staff member (if possible holds a Senior First Aid Certificate) is to witness the preparation and administration of medication.
 - Both administrating staff members are to check the dosage, and both witness the child receiving the medication.
 - Staff are to complete "Medication Record – Staff Form" during administration of medication.
 - Staff are to ensure parents complete "Medication Record – Staff Form" on arrival to the centre, and collect medication from medicine box, in the fridge or from high shelf.

If a child develops a temperature of 38 degrees or higher whilst in care at Stepping Stones Child Care Centre, the Parent/Emergency Contact will be contacted for permission to administer Children's Panadol (prescribed amount based on age only), two (2) staff members will need to confirm the verbal permission. Parent/Emergency Contact is to sign an "Illness Register" and "Medication Record – Guardian Form" upon arrival to the centre. Please refer to Centre's Infectious Diseases and Sick Children Policy, for more information. Any medicine cups or syringes used are to be washed using the dishwasher after use.

Children's Panadol expiry dates are checked before each administration. Puffer expiry dates are checked during weekly cleaning procedures. Staff are to notify the Centre Director if expiry dates of Children's Panadol are approaching, so new supplies can be purchased.

For the administration of nappy rash creams, refer to our Hygiene/Infection Control Policy and Nappy Change Procedure. Nappy rash creams are to be clearly labelled and stored in the baskets provided on the change bench in each of the bathrooms.

Source:

- ACT Childcare Services Standards 2009.
- Victorian Children's Services Regulations 2009.
- Staying Healthy in Child Care, Preventing Infectious Diseases in Child Care, 4th Edition.
- National Child Care Accreditation Council www.ncac.gov.au

This policy links to the following CCQA Principles:

Quality Practices Guide (2005) - Principle 6.4

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