ADMINISTRATION OF MEDICATION AND FIRST AID

Background
The National Health and Medical Research Council (NHMRC) recommends that children who are physically unwell be excluded from early childhood education and care services to minimise disease outbreaks. It also details the exclusion periods which apply for children with particular infectious diseases.

However, it is reasonable that, from time to time, children may require basic medical treatment or need to be given medication while they are in care. In addition, children with certain medical conditions (e.g. asthma, allergies, diabetes) may need scheduled or unscheduled administration of medication.

Policy statement
Casuarina Street Preschool maintains close and regular communication with parents and takes an informed and responsible team approach to administering medication to children, and documenting that process. In addition Casuarina Street Preschool has clear guidelines for managing medical conditions such as asthma, diabetes, anaphylaxis and other specific health care needs.

Casuarina Street Preschool staff have current First Aid qualifications and qualifications in knowing how to deal with Asthma and Anaphalactic situations. The staff takes an informed and responsible team approach to administer first aid to children when the need arises and documenting that process.

Casuarina Street Preschool is unable to accommodate children who require a care regime or medical procedures that educators are not trained to deliver.

Strategies and practices
- Parents complete an Enrolment Form prior to their child commencing at the preschool. The Form requires parents to provide details of their child’s known medical conditions or specific health care needs (e.g. asthma, diabetes, anaphylaxis). Where a child has a known medical condition or requires specific health care, the parent must provide the preschool with a copy of the Medical Management Plan which has been completed in consultation with the family doctor before the child may commence at the preschool. QA 2.1.

- Parents complete a Preschool form giving the first aid qualified staff permission to administer first aid to their child if necessary while they are at Preschool. QA 2.1.
• The preschool’s rosters ensure sufficient educators with current first-aid and CPR qualifications and trained in asthma and anaphylaxis management are at the preschool at all times children are in care. Refer to the Preschool’s Incident, Injury, Trauma and Illness Policy. QA 2.1.4

• Any child whose doctor has prescribed medication for a specific health care need, allergy or relevant medical condition, cannot attend the preschool without that medication. Refer to the preschool’s Medical Conditions Policy. QA 2.1.1

• The Certified Supervisor informs all staff of the Medical Management Plan for any child in the preschool, and the whereabouts of that Plan. At that time, the Certified Supervisor clarifies the nature of the medical condition and how it is to be managed. With parental consent, copies of each child’s Medical Management Plan which includes a photograph of the child are displayed in strategic locations throughout the preschool. With the child’s right to privacy in mind, the Plans are not accessible to visitors or other families. QA 2.1.1

• If a child requires long-term and regular medication, the parent must complete the Medication Form – Authority to Administer (Long-Term). QA 2.1.1

• Educators intentionally teach children that medication is sometimes required to support health, and even to maintain life. At the same time, they teach the children about the dangers of touching or using medications and/or equipment meant for others. QA 2.3.2

• Children are encouraged not to share food. QA 2.3.1

• All cooking activities – handling, preparation, consumption of food – take into account children’s individual health needs and known allergies. QA 2.2.1

• Families of children with medical conditions or specific health care needs are provided with a copy of this Administration of Medication and First Aid Policy. QA 2.3.2

• Medication is only administered if it has been prescribed by a registered medical practitioner, is in the original container, bearing the original label and instructions and before the expiry or use by date. QA 2.1.1

• Before any medication – other than those listed in Medical Management Plans – is administered, the parent or person named in the enrolment form as authorised to consent to administration of medication must complete the Preschool’s Medication Form – Authority to Administer (Short-Term). The details on the Form must be the same as those on the label on the medication, and the person completing the Form must print and sign their name on the Form. Details to be provided on the Form include:
  o child’s name
  o name of the medication to be administered;
  o time and date the medication was last administered
  o time and date, or the circumstances under which the medication should be next administered
  o dosage to be administered
  o manner in which the medication is to be administered. QA 2.1.1
• Educators administer medication according to the “Five Rights” (i.e. right patient, right time, 
right medication, right dose, right manner). Before medication is given to a child, an 
educator member, other than the one administering the medication, verifies the accuracy of 
each of these Five Rights. After giving the medication, the educator who administered the 
medication enters the following details on the Authorisation to Administer Medication Form – 
date, time, medication administered, dosage, the manner in which the medication was 
administered, name of the educator who administered it and the name of the educator who 
verified. The Form is then signed by both educators. QA 2.1.1

• Whenever medication is administered, educators continuously monitor the well-being of the 
child concerned. QA 2.1.4

• Educators wash their hands immediately before and after administering medications, and 
wear gloves when applying creams. QA 2.1.3

• Parents are to hand medications directly to an educator. Medication of any kind is never to 
be left in a child’s lunchbox or bag. QA 2.1.1, 2.3.2

• Medication is stored securely away from children, and according to the instructions on the 
label. Medication that does need to be refrigerated is stored in a locked cupboard 
inaccessible to children. Medication that needs refrigeration is stored in the refrigerator in a 
locked container. Asthma medication and EpiPens are stored in a location accessible to 
educators but inaccessible to children. QA 2.3.2

• Medication may be administered to a child without authorisation in the case of anaphylaxis 
or asthma emergency. When medication has been administered, the Certified Supervisor 
ensures that the child’s parent(s) and emergency services are notified as soon as practicable. 
If the child is under a Medical Management Plan, the parent will also be advised to consult 
their doctor with a view to updating that Plan. QA 2.1.1, 2.1.4

• The preschool’s rosters ensure sufficient educators with current first-aid and CPR 
qualifications and trained in asthma and anaphylaxis management are at the preschool at all 
times children are in care. Refer to the Preschool’s Incident, Injury, Trauma and Illness Policy. 
QA 2.1.4

• Educators are not asked to provide special care or medical procedures for which they are 
not trained.

• An over-the-counter, naturopathic or herbal preparation requires a letter from a registered 
medical practitioner before it can be administered. QA 2.1.1
Responsibilities of parents

- To keep the preschool informed of any changes to their child’s medical condition.

- To ensure the Medical Management Plan for their child is reviewed every six months, and to inform the Certified Supervisor of any change in their child’s medical condition and/or in the Plan in the interim.

- To ensure that sufficient medication for their child’s specific health care need, allergy or relevant medical condition is at the preschool whenever the child is in attendance.

- To complete the appropriate Authorisation to Administer Medication Form.

- To complete the Permission form to administer First Aid.

- To ensure any medication brought to the preschool has been prescribed by a registered medical practitioner is in the original container, bearing the original label and instructions and before the expiry or use by date.

- To hand medications directly to an educator. Medication of any kind is never to be left in a child’s bag, or with any person other than an educator or the Certified Supervisor.

- To collect their unwell child promptly when called to do so, and to sign the required forms at that time.

- To keep unwell children at home until they are well enough to actively participate fully in the preschool program.

Links to other policies

- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Handwashing Policy
- Managing Infectious Diseases Policy
- Medical Conditions Policy
### Links Education and Care Services National Regulations 2011, National Quality Standard 2011

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| QA   | 2.1.1   | Each child’s health needs are supported |
|      | 2.1.3   | Effective hygiene practices are promoted and implemented |
|      | 2.1.4   | Steps are taken to control the spread of infectious diseases and to manage injuries and illnesses, in accordance with recognised guidelines |
|      | 2.2.1   | Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child |
|      | 2.3.1   | Children are adequately supervised at all times |
|      | 2.3.2   | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury |
|      | 2.3.3   | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented |
|      | 7.3.1   | Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements |
Sources, further reading and useful websites

Sources

- Education and Care Services National Regulations 2011.

Further reading

Useful websites

- Anaphylaxis Australia – www.allergyfacts.org.au
- Asthma Foundation – www.asthmafoundation.org.au
- Diabetes Queensland – www.diabetesqueensland.org.au

Policy review

The Larrakeyah Preschool encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the preschool will accommodate any new legislative changes as they occur and any issues identified as part the preschool’s commitment to quality improvement. The preschool consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date reviewed: April 2015

Next Review Date: April 2016