



Medication Policy (CHS 9)

Policy Rationale

In supporting the health and wellbeing of children, the use of medications may be required by children at the education and care service. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure continuing health for the child and for the child's safety and wellbeing.

Strategies, Practices and Procedures

Medications will be given at Cooks Hill Preschool under the following conditions;

- The **medication form** (supplied by a staff member) must be completed and signed by a parent/guardian **each day**, indicating the name of the child and authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication. These details will be confirmed by a member of staff, and the form will be signed by two staff members after the medication has been administered.
- Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified verbally and in writing as soon as practical. The service has an emergency asthma kit containing Ventolin and a spacer available at the service and during all excursions.
- **Prescription medication** This medication must be in its original container with the label clearly showing the child's name, name of medication, administration instructions and the expiry date.
- Children on long-term medications, e.g. asthma medications, **MUST** have a letter from their doctor stating reasons for the medication and likely time frame of administration. Children with Asthma/ Anaphylaxis or severe allergies will be required to have a Plan completed by their doctor. An updated letter is required whenever the medication is altered, or at least every twelve months.
- **Over-the-counter/ Naturopathic medications** will only be administered if accompanied by a dated letter from the doctor naming the child's name, dosage and the expiry date for the medication.
- **Antibiotics.** A child commencing a course of antibiotics must be kept home for a minimum of 24 hours.

- **Emergency Paracetamol.** If a child has a temperature higher than 38°C, the educators at Cooks Hill Preschool will contact the child's family or guardian to come and collect their child. If the child can not be collected immediately and the child's temperature reaches 38.5°C the Nominated or Certified Supervisor is authorised to administer the age appropriate amount of paracetamol – *but only if the written consent form was signed at enrolment*. It is still expected that the parent/guardian will make their best effort to collect their child from the preschool as soon as they are able to do so.
- **Health Records.** Please notify our Preschool immediately if there are any changes to your child's health.
- Ensure that medications are stored in the refrigerator in a labelled and child locked container, inaccessible and out of reach of children. For medications not able to be refrigerated, they will be kept in the emergency bag which is out of the reach of children.
- Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
- **Medications kept at the Preschool.** Any medication, cream or lotion kept at the Preschool will be checked every three months for expiry dates in conjunction with the *First Aid Checklist*. If a child's individual medication is due to expire or running low, the family will be notified that replacement items are required.

Links to Legislation & National Quality Standards

- Education and Care Services National Regulations 2011: 90, 92-96, 160, 177, 181-184
- National Quality Standards: 2.1, 2.1.1, 2.1.4, 2.3.3, 2.3.4, 7.3.1

References

- Staying Healthy in Child Care
- National Health and Medical Research Council - www.nhmrc.gov.au
- Community Child Care Co-operative (NSW) – www.ccccnsw.org.au

Links to other Policies

- Health Policy (CHS 5)
- Incident, Injury, Trauma & Illness Policy (CHS 8)
- Confidentiality & Record Keeping Policy (LSM 1)

Policy Updated: _____JULY 2015_____