

Children's Health & Safety

# Administration of Medication Policy.

## Our Vision.

To give every child **the best start in life.**

## Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

## Our Values.

### Care

We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued.

### Quality

We maintain the highest standards in care and safety and provide exceptional early years education.

### Service

We provide exceptional service and are integral to supporting parents bringing up children.

### Value

We provide outstanding value for our families.



In pursuit of promoting the health and well-being of children, there may be instances where the use of medications becomes necessary within our Busy Bees Early Learning Australia Services.

### NATIONAL QUALITY STANDARDS (NQS)

QUALITY AREA 2 – Children's Health and Safety	
2.1 - Health	2.1.2 - Health Practices and Procedures
2.2 - Safety	2.2.1 - Supervision
	2.2.2 - Incident and Emergency Management

### EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

Part 6	Operating an Education and Care Service (Law - 167)
Part 4.2	Children's Health and Safety (Reg - 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96)
Part 4.4	Staffing Arrangements (Reg - 136)
Part 4.7	Governance and Leadership (Reg - 162, 168, 170)

### RELATED POLICIES

Acceptance and Refusal of Authorisations Policy	Incident, Injury, Trauma and Illness Policy
Child Enrolment and Orientation Policy	Infectious Disease and Immunisation Policy
Child Safe Environment Policy	Health & Hygiene Policy
Code of Conduct	Medical Conditions Policy
Confidentiality and Privacy Policy	Supervision Policy
Delivery and Collection of Children Policy	Respectful Relationships with Children Policy
Excursion and Incursion Policy	Work Health and Safety Policy
First Aid Policy	

## PURPOSE

Busy Bees Early Learning Australia aim to ensure that employees can safely administer children's required medication with the written consent of the child's parent or guardian. Stringent procedures will be followed to promote the health and wellbeing of each child enrolled at the Service.

## SCOPE

Children, Busy Bees Employees, Management, Visitors and Families

## POLICY

Busy Bees Early Learning Australia Services will follow legislative guidelines and standards to always ensure the health of children, families, and employees. All employees will be made aware of Medical and Medication Policies upon induction, with training on the appropriate administration of medication being provided as part of the First Aid, Anaphylaxis, Asthma and CPR training requirements.

Families requesting the administration of medication to their child will be required to follow the guidelines developed by Busy Bees to ensure the safety of children and employees. In the case of a child with diagnosed medical needs, an individual Medical Management Plan must be provided, and a Medical Conditions Risk Minimisation and Communication Plan be created in consultation with the child's Family and the Service, and with their Medical Practitioner where required.

Busy Bees reserves the right to temporarily suspend care to a child who is brought to the Service without access to medication prescribed by the child's medical practitioner in relation to a specific health care need, allergy, or relevant medical condition, e.g., adrenalin injector, asthma medication etc.

Administration of medication to a child is authorised if an authorisation to administer the medication is recorded in the medication record for that child; or in the case of an emergency, is 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.

Exception to the authorisation requirement, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the nominated supervisor must ensure that a parent of the child and emergency services are notified as soon as practicable.

Children who self-administer medication must be six years of age or older and have written approval, and an Authorisation to Self-Administer Medication form must be completed by the parent prior to the child self-administering, and the dosage taken in the presence of two employees.

Employees reserve the right to contact health care professionals if they are unsure about administering medication to a child even if the parent or legal guardian has requested the medication be administered.

**Medication provided must be;**

- Prescribed by a registered medical practitioner with instructions either attached to the medication or in written form from the medical practitioner
- Be in its original container
- Have the original label bearing the child's name for whom the medication is for
- Include the method to administer
- Dosage required
- Be within expiration dates

**Medication will be administered based on the following safe principles;**

- The right child
- The right medication
- The right dose
- The right method
- The right date
- The right time

Two employees, while adhering to appropriate hygiene and safe administration principles, will administer and witness all medications. Both will be responsible for checking the authorisation form and prescription label for;

1. The child's name
2. Dosage and expiry
3. Confirm that the correct child is receiving the medication
4. Signing and dating the authorisation
5. Returning the medication to the secure storage location

All medication records will be retained in the child's enrolment profile and archived for the regulatory prescribed timeframes.

## General Use and Prescribed Medication Kept on Premise

Busy Bees Services will maintain general use anaphylaxis and asthma medications to be used in case of medical emergencies in children and employees.

General use anaphylaxis medication (Adrenaline Injectors) and asthma medication (Ventolin with spacer) will be used in an emergency when:

- A child/person not known to be diagnosed with asthma or anaphylaxis and appears to be having an asthma attack or an anaphylaxis emergency
- A child/person who is known to be at risk of anaphylaxis does not have their own device immediately accessible or the device is out of date, has misfired or accidentally been discharged
- A second dose of adrenaline is required before an ambulance has arrived
- A person previously diagnosed with a mild or moderate allergy who was not prescribed an adrenaline injector has their first episode of anaphylaxis.

General use medication will be administered in line with general use first aid plans from ASCIA and the National Allergy Council, under the guidance of emergency services.

Medications will be stored as per the storage instructions on the packaging and in the designated storage location within the Service before and after use. Medication must be handed directly to an employee who will place it in the appropriate location and NEVER be left in a child's bag or within the reach of children.

Medications such as Adrenalin or Ventolin, are not to be placed in locked locations and must always remain readily available to employees but out of reach of children.

A medication register will be kept and audits will be conducted regularly to ensure any medication on site always remains in date. This includes general use and children's prescribed adrenaline injectors and Ventolin. Busy Bees will inform the family when medication provided is nearing its expiry and needs to be replaced.

## Paracetamol Guidelines

To safeguard against the disproportionate use of Paracetamol and minimise the risk of concealing the fundamental reasons for high temperatures, Busy Bees employees will only administer Paracetamol if it has been directed to be used by a medical practitioner, or in the case of an emergency at the Service. The Service will maintain age-appropriate paracetamol for emergency purposes only.

Paracetamol will not be administered for any suspected discomforts including but not limited to - teething, growing pains, injuries, or suspected headaches unless written medical advice has been provided. If Paracetamol has been directed to be used by a medical practitioner for a particular reason, the Family must provide written instructions from the medical practitioner and the medication which requires to have a pharmacy label stating the child's name and directions for use i.e., method for administering, the dosage, frequency, and duration it is to be administered for. Families must also complete a Medication Authorisation Record. The child's Paracetamol will be kept in a locked location.

As per the terms and conditions upon enrolment, ONE emergency dose of Paracetamol may be administered in certain circumstances to ensure the continuing health, safety, and wellbeing of the child. Verbal authorisation from the parent or authorised person will be made and verified by two Busy Bees employees prior to Paracetamol being administered to ensure the child has not already had a dose at home (administration of paracetamol must be at least 4 hours between dosage, and instructions are to be followed as per the label), or any other medications prior to this emergency dose being administered.



## Administration of Medication Policy.

The child must be collected as soon as possible if they have presented with a fever or received an emergency dose of Paracetamol. Employees will closely monitor, and record follow up temperatures regularly until the child is collected.

The Family will be encouraged to visit a medical practitioner to find the cause of the fever and as a measure to safeguard against other children and employees, a medical clearance from the medical practitioner may be requested.

Dependant on the reason for a fever, and/or associated symptoms being displayed, it may be deemed necessary by management for the child to be excluded from the Service for at least 24 hours. Please refer to Staying Healthy for full details on fever management.

Children who appear unwell at the Service will be closely monitored and if any symptoms described below are noticed, or the child is not well enough to participate in normal activities, parents or an emergency contact person will be contacted to collect the child as soon as possible.

A child who is displaying symptoms of a contagious illness or virus (vomiting, diarrhoea, fever) will be moved away from the rest of the group and supervised until they are collected by a parent or emergency contact person.

A child who is requiring paracetamol prior to attending the Service should remain at home.

### Incorrect Administration of Medication

Busy Bees employees will provide diligent care whilst administering medication to children.

However, in the event medication is incorrectly administered, management will contact the Poison's Information line for advice (13 11 26) and apply first aid as guided. Contact will be made to the family and an Incorrect Administration of Medication form will be completed. Notification will be made to the Regulatory Authority.

### Non-prescribed Medications and Topical Creams

Child enrolment forms will include authorisation for the application of sunscreen, insect repellent and non-prescribed products such as creams and ointments.

Busy Bees will provide general use Sudocrem Healing Cream, Hamilton sunscreen, and Aeroguard for Kids insect repellent. These products will only be applied to children who have permission to administer the product recorded on their enrolment record.

Authorisation for the application of products other than what the Service provides, including prescription treatments or over the counter creams/ointments, must be provided by the Family. The alternative product must be clearly labelled with the child's name and instructions for use by a pharmacist. The supplied product will only be for the use of the named child and will be administered as per the product instructions for the recommended timeframe.

Prescribed products including teething gel, requested to be applied to children in our care, will be treated as medication. Authorisation to apply prescribed products to a child will be required as per our administration of medication procedures and authorisation records.

# Administration of Medication Policy.

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Staying healthy: 5<sup>th</sup> Edition](#) - Preventing infectious disease in early childhood education and care services

[National Asthma Council](#)

[ASCIA - Australasian Society of Clinical Immunology and allergy](#)

[Australian Register of Therapeutic Goods](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions
2	07/03/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Updated insect repellent guidelines
3	01/05/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Revised prescribed medication guidelines
4	01/07/2024	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Inclusion of General Use Medications
5	22/01/2025	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Service provided nappy cream inclusion

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