

3.4 ADMINISTRATION OF MEDICATION

Policy Statement:

Mackay Family Day Care Scheme is committed to ensuring that children requiring medication have access to quality family day care.

Background:

The Education and Care Services National Regulations require Approved Providers to ensure that the service has in place policies and procedures in relation to the administration of medication.

Legislative Requirements:

Section/regulation	Description
Section 167	Offence relating to protection of children from harm and hazards.
Regulation 92	Medication Record.
Regulation 93	Administration of Medication.
Regulation 94	Exception to authorisation
Regulation 95	Procedures for Administration of Medication.
Regulation 96	Self Administration of Medication.
Regulation 162	Health Information to be kept in Enrolment Record.

Procedures:

1. A parent/guardian may give permission, as part of the enrolment form, for the educator to administer a single dose of paracetamol in the event it is deemed necessary by the educator and the parent/guardian cannot be contacted.
2. A parent/guardian or authorised nominee listed on the child's enrolment form must complete an "Authorisation to Administer Medication" form prior to any medication being administered by an educator (other than as specified in procedure 1).
3. Medication (prescribed and non-prescribed) must be within its use by date and in its original packaging, bearing the original label and administration instructions.
4. Prescription medication must bear the child's name on the dispensing label.
5. Medication must be stored as directed on the label in a secure place out of reach of children.
6. An educator must not supply medication. All medication, including non-prescription medication, must be supplied by the child's parent/guardian.
7. Any medication administered by the educator or educator assistant must be recorded on the "Authorisation to Administer Medication" form and signed by the

educator/educator assistant and the parent/guardian or authorised nominee.

8. The Approved Provider and the educator must retain “Authorisation to Administer Medication” forms for a period of three (3) years after the child has ceased enrolment with the scheme.
9. Medication can be administered to a child without authorisation in the case of an asthma or anaphylaxis emergency in accordance with the child’s Medical Action Plan or the directions of Emergency Services Personnel.
10. If the child has an adverse reaction to any medication, record the reaction on the appropriate completed medication form, advise the parent/guardian or authorised nominee and co-ordination unit staff and provide appropriate medical attention.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2010 April	2011 October 2013 April 2014 October 2016 December 2018 June 2019 December 2021 August 2023 February 2024 November	2011 October 2013 April 2014 October 2016 December 2018 June 2021 August	2015 June 2020 February 2023 May	<ul style="list-style-type: none"> • Education and Care Services National Regulations, 2011. • National Quality Standard for Early Childhood Education and Care and School Age Care, 2009 • NHMRC: Staying Healthy - Preventing infectious diseases in early childhood and care services, 5th edition, 2012

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