



# Administration of Medication Policy

## Purpose

This policy will clearly define:

- Procedures to be followed when a child requires medication while attending St. Kevin's Out of Hours School Care Centre
- Responsibilities of staff, parents/guardians and committee to ensure the safe administration of medication at St. Kevin's Out of Hours School Care Centre

Refer to Quality Improvement and Accreditation System (QIAS), Quality Practices Guide 2005, Principles 4.3, 4.6, 5.4, 5.5, 6.2, 6.4, 6.6, 7.2.

## Policy statement

### 1. Values

**St. Kevin's Out of Hours School Care Centre** is committed to:

- As far as practicable, providing a safe and healthy environment for all children, staff and other persons participating in the program
- Responding to the needs of a child who is ill or becomes ill while attending the centre
- Ensuring safe and appropriate administration of medication in accordance with legislative requirements.

### 2. Scope

This policy applies to the administration of prescribed and non-prescribed medication.

It pertains to the committee, staff, parents/guardians, children, volunteers and students on placement at St. Kevin's Out of Hours School Care Centre

### 3. Background and legislation

In normal circumstances, parents are responsible for the administration of medication to their children; in a medical setting, it is the doctor or nurse with a doctor's written direction. However, there will be occasions when staff in a children's setting will be required to administer medication on behalf of the parents/guardians. Any medication, including prescribed and non-prescribed medication, has the potential for both side effects and errors in administration if precautions are not followed. When staff are required to administer medication, they must abide by specific regulatory requirements, such as written consent, and must follow the guidelines of this policy and the procedures outlined in [Attachment 1](#), 'Procedures for safe administration of medication'.

Relevant legislation may include but is not limited to:

- Education and Care Services National Regulations 2011 (ECSNR)
- Health (Infectious Diseases) Regulations 2001
- Health Records Act 2001
- Occupational Health and Safety Act 2004.

## 4. Definitions

**Department of Education and Employee workplace relations (DEEWR):** federal government responsible for the licensing and regulation of out of hours school care.

**Department of Human Services (DHS):** The state government department responsible for health and wellbeing of all Victorians.

**Illness:** Any sickness and/or associated symptoms that affect the child's normal participation in the program.

**Infectious disease:** A disease that could be spread; for example, by air, water or interpersonal contact.

**Injury:** Any harm or damage to a person.

**Medication (prescribed):** Any substance that is administered for the treatment of an illness or condition that has been:

- Authorised by a health care professional
- Dispensed by a health care professional with a printed label, which includes the name of the child being prescribed the medication, the medication dosage and expiry date.

**Medication (non-prescribed):** Over-the-counter medication, including vitamins and cultural herbs or remedies that may have been recommended by an alternative health care professional such as a naturopath.

## 5. Sources and related centre policies

### Sources

- Community Service Organisations Insurance Manual - VMIA
- NHMRC 2005, *Staying Healthy in Child Care*, 4th edition, available at [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- Anaphylaxis Australia: [www.allergyfacts.org.au/foodalerts.asp](http://www.allergyfacts.org.au/foodalerts.asp)
- Asthma Foundation Australia: [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- HealthInsite: [www.healthinsite.gov.au](http://www.healthinsite.gov.au)
- Immunise Australia Program: [www.immunise.health.gov.au](http://www.immunise.health.gov.au)
- National Health and Medical Research Council: [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- National Prescribing Service: [www.nps.org.au](http://www.nps.org.au)

## Centre policies

- Anaphylaxis
- Asthma
- Illness
- Incident and medical emergency management
- Management of anaphylaxis
- Privacy

## Procedures

### The committee is responsible for:

- Ensuring that a medication book is available at all times for recording the administration of medication to children at the centre (ECSN regulations)
- Ensuring that all staff on duty have a current first-aid certificate (ECSN regulations)
- Developing procedures for the authorisation and administration of medication required for the treatment or management of long-term conditions (see [Attachment 1](#), Procedures for the safe administration of medication)
- Ensuring that all staff are familiar with the procedures for the administration of medication
- Ensuring that medication books are kept and securely stored for twenty-five years after a child leaves the centre (refer to the Privacy policy).

### The staff are responsible for:

- Ensuring that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child (ECSN regulations)
- Administering medication in accordance with ECSNR93 and the guidelines set out in [Attachment 1](#), Procedures for the safe administration of medication
- Ensuring that parents/guardians are aware of the procedures outlined in this policy and their responsibilities when requesting medication be administered to their child
- Ensuring that the medication book is available for parents/guardians to record information in during operational hours
- Ensuring that all details have been completed in the medication book by parents/guardians/authorised person in accordance with the ECSN 93-97 regulations prior to administering medication
- Being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that their medical management plans are completed and attached to the child's enrolment form
- Ensuring that medication is inaccessible to children and in a childproof container (a childproof container is provided in the refrigerator for medications requiring refrigeration)
- Obtaining oral authorisation for that administration of medication from the child's parents/guardians/authorised person (as recorded in the child's enrolment record) or a paramedic when the authorised person cannot reasonably be contacted in an emergency (ECSN regulations)

- Ensuring that two staff members have been given oral permission and that details of the authorisation are completed in the medication book—oral permission must be followed up with written authorisation as soon as practicable
- Documenting situations in which an authorised person has provided oral authorisation and has refused to confirm the authorisation in writing (these notes are to be kept with the child's enrolment record)
- Informing parents/guardians as soon as practicable if an incident occurs in which the child is administered the incorrect medication; administered the incorrect dose as prescribed in the medication book; staff forget to administer the medication; or the medication was administered at the wrong time. Consideration will also be given to notifying the child's doctor and/or DEECD
- Ensuring that any medication that is accidentally dropped is not administered to a child or returned to the original container and that the parents/guardians are informed of the incident
- Ensuring that parents/guardians take home all medication at the end of each session/day
- Informing parents/guardians that non-prescribed medication (with the exception of sunscreen) will only be administered for **a maximum of forty-eight hours**, after which a medication plan from a doctor for continued use will be required
- Informing parents that paracetamol is not supplied by **St Kevin's OHSC** and that the administration of paracetamol will be in line with administration of any other medication (see [Attachment 2](#), Administration of paracetamol).

**The parents/guardians are responsible for:**

- Ensuring that any medication to be administered is recorded in the medication book provided at the centre, **or by St Kevin's Primary School and authorisation is given to transfer medication to St Kevin's OHSC centre at the end of the school day.**
- Providing a current medical management plan when their child requires the long-term treatment of a condition that requires medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency
- Ensuring that medications to be administered at the centre are provided in their original container, bearing the original label, child's name, instructions and the expiry date
- Physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided **or providing this information to St Kevin's Primary School and authorisation is given to transfer medication to St Kevin's OHSC centre at the end of the school day.**
- Labelling non-prescription medications and over-the-counter products (for example sun block) clearly with the child's name. The instructions and use-by-dates to be visible.
- Ensuring that no medication or over-the-counter products are left in their child's bag or locker
- Taking home all medication at the end of each session/day
- Not administering paracetamol to their child before bringing them to the centre as that may mask symptoms of a more serious illness developing and produce a rapid rise in body temperature when the effect of the paracetamol subsides
- Ensuring that their child's enrolment details are up to date and providing current details of persons who have lawful authority to request or permit the administration of medication (ECSN regulations)

## Evaluation

To assess whether the policy has achieved the values and purposes, the committee will:

- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parents'/guardians' survey
- Take into account feedback from staff and parents/guardians regarding the policy
- Monitor complaints and incidents regarding the administration of medication.

## Attachments

[Attachment 1](#): Procedures for the safe administration of medication

[Attachment 2](#): Procedure for Transfer of Medication from St. Kevin's School to St. Kevin's Out of Hours School Care Centre

Attachment 3: Administration of paracetamol

Attachment 4: Record of Medication Form

## Authorisation

This policy was adopted by the **St. Kevin's Out of Hours School Care Centre** committee of management at a committee meeting on **18th October 2016**

**Review date: August 2018**

## Attachment 1 - Procedures for the safe administration of medication

It is important that **two staff** are responsible for the administration of any medication. You will need to ask a St. Kevin's staff member to assist you if there is no assistant staff member on duty. This includes one staff member to observe and check details and procedures as a safety precaution (ECSN regulations).

- ☐ Wash hands.
- ☐ Check medication book to confirm date, time, dosage and child.
- ☐ Check that medication:
  - ☐ Is in the original container, bearing the original label and instructions
  - ☐ Is correct, as listed in the medication book
  - ☐ Has the child's name on it (if the medication was prescribed by a registered medical practitioner)
  - ☐ Has the dosage as listed in the medication book
  - ☐ Has not passed its expiry date.
- ☐ When administering the medication ensure that:
  - ☐ You have the right child
  - ☐ The correct dosage is given.
- ☐ Both staff complete the medication book and return any remaining medication to the appropriate storage, such as refrigerator.
- ☐ Staff inform the parent/guardian on arrival to collect the child that medication has been administered and ensure that the parent/guardian completes the details in the medication book.

### Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to six months). In these cases:

- A medical management plan completed by the child's doctor should be provided and attached to the child's enrolment form.
- The management plan should define:
  - ☐ The name of the medication, dosage and frequency
  - ☐ Conditions under which medication should be administered.
  - ☐ What actions, if any, should be taken following the administration of the medication
- When medication is required under these circumstances, staff should:
  - ☐ Follow the procedures listed above

- o Ensure that the required details are completed in the medication book
- Notify the parents as soon as practicable.

## **Attachment 2 - Procedure for Transfer of Medication from St. Kevin's School to St. Kevin's Out of Hours School Care Centre**

In some cases children will attend St. Kevin's Primary School for the day prior to coming to St. Kevin's Out of Hours School Care (OHSC). If this is the case the parents will usually leave medication instructions with St. Kevin's school when they leave their child/ren at school. Authorisation and transfer of the medication need to occur from St. Kevin's School to OHSC.

Please note if a child/ren come to St Kevin's OHSC from another school, an authorised person must complete the medication form at St. Kevin's OHSC prior to the child attending. A child who simply brings their medication in their bag will NOT have the medication administered.

### **Steps For Parents/Guardian To Follow:**

When leaving child at Primary School in the morning, sign the St. Kevin's school medication book with:

- Child's name
- medication name
- date, time, dosage to be administered.
- Correct storage information eg refrigerated
- Authorisation to transfer medication and authorisation to St Kevin's OHSC to administer medication  
OR  
Authorisation for St. Kevin's OHSC to store medication until the child is collected from the Centre

### **Steps For St. Kevin's Staff Member To Follow When Child is Attending OHSC after school:**

- Ensure parent has given authorisation to transfer medication and authorisation to St Kevin's OHSC to administer medication  
OR  
Authorisation for St. Kevin's OHSC to store medication until the child is collected from the Centre
- After 3pm (or last dosage if after 3pm and prior to 3.30pm) transfer medication from St Kevin's Primary School storage unit to St Kevin's OHSC.
- Transfer details for administering medication to St. Kevin's OHSC Medication book. Both the St. Kevin's Primary school staff member and the St. Kevin's OHSC educator are to sign and review the transfer to confirm its accuracy.

### **Steps For St. Kevin's OHSC:**

- Daily, check with the St. Kevin's school office to determine if there is any medication to be transferred to the service from the primary school.
- Receive transferred medication from St Kevin's Primary School storage unit to St Kevin's OHSC storage unit.
- Transfer details for administering medication to St. Kevin's OHSC Medication book. Both the St. Kevin's Primary school staff member and the St. Kevin's OHSC educator are to sign and review the transfer to confirm its accuracy.
- Follow Procedures for the safe administration of medication as per (Attachment 1).

- Ensure Parents sign medication book when the collect children from St. Kevin's OHSC at end of session.

## Attachment 3 - Administration of Paracetamol

Normal body temperature is between 36°C and 37°C. A temperature of 37.8°C or above is considered a fever.

Currently there is no agreement about the effectiveness of paracetamol in preventing febrile convulsions or reducing fevers in children, nor is there any agreement about its safety when used continuously.

A child who develops a fever should be treated as a medical emergency, which means the parents are notified and asked to collect the child as soon as possible to take the child to a doctor/hospital or an ambulance is called to the centre. While the centre is waiting for the child to be picked up by the parent, staff will take other measures, such as removing clothing and sponging with tepid water, to keep the child cool, comfortable and well hydrated.

Paracetamol is not appropriate first-aid or emergency treatment and will be treated as any other medication, including obtaining prior written and signed consent.

If parents request that staff administer paracetamol, they should only:

- Administer it to a child who has a temperature above 38.5°C and is in discomfort or pain
- Administer only one dose of paracetamol in any situation
- Use only preparations that contain paracetamol only, not a 'cold or flu' or combined preparations
- Use only single doses, disposable droppers or applicators and only use once per child
- Be aware that there are numerous dose forms and concentrations for paracetamol for children.

Staff will not:

- In any circumstance, administer paracetamol to a child under the age of six months while in the care of the service (an infant with acute fever must be treated as a medical emergency)
- Administer paracetamol for mild fever (under 38.5°C), gastroenteritis or as a sedative.

## References

Health and Safety in Children's Centres: *Model Policies and Practices*, 2nd edition revised, Frith, Kambouris, O'Grady, 2003 UNSW

### Medication Record

Childs name: ..... Date of birth: .....

[illegible]

## St.Kevin's OHSC