

1. POLICY CERTIFICATION

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| Policy title: | Crèche – Administration of Medication Policy |
| Policy number: | FACS004 |
| Category: | Policy |
| Classification: | FACS |
| Status: | Approved (26/06/2013 OCM) |

2. PURPOSE

This policy has been developed in order to promote the good health of the children that are in care of Roper Gulf Regional Council crèche. The policy ensures that medicines are stored and administered safely and parents/guardians and Child Care Educators understand their responsibilities in respect of their children medical needs and how to administer medicine.

3. ORGANISATIONAL SCOPE

This policy applies to Crèches run under Roper Gulf Regional Council.

4. POLICY STATEMENT

Roper Gulf Regional is committed to providing a safe and healthy environment for all children, staff and any other persons participating in crèche services. The Crèche provides care for well children, and RGRC aims to ensure a safe and healthy environment for all children in care.

Crèche are not able to provide the individual caring that a sick child requires to ensure their wellbeing. 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

5. DEFINITIONS

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| Crèche | is a day care centre where child care educator will take care of children in place of their parents |
| RGRC | Roper Gulf Regional Council |

6. PRINCIPLES

6.1 Medication

6.1.1 Documentation

- **Parents/Guardians** are to provide written authorisation for the administration of medication on the Medication Form- short term. If the parent has not provided written authorisation for administration of medication, Childcare

Workers/educators will refer the parent/guardian to the Crèche supervisor. At the nominated supervisor's discretion, the medication may be administered.

- If a child has any **ongoing medical conditions** (e.g. convulsions with a high temperature, regular medication or asthma), parents should provide a *Medical Management Plan* from the child's Medical Practitioner. This plan will be kept on file, together with the completed Medication Form-long term. This provides the Crèche with the authority to administer the medication.
- Administration of prescribed medication will be recorded on the Administration of Medication form. A Childcare Educator will administer and sign, while another will witness the administration of medication and sign.
- Childcare Educators must inform the parents when medication has been administered when they pick up their child. Parents are required to sign the Medication Form-long term to acknowledge that they know that the medication has been given.
- Phenergan, as with all prescribed medications, will only be administered when supported by a Medical Practitioners letter.

6.1.2 Storage

All medication will be stored safely out of reach of children, but readily accessible to authorised educators, and in accordance with the medication requirements.(that is refrigerated or in a locked dry storage cupboard)

6.1.3 General Considerations

- Parents / Guardians need to notify Child Care Educators if their child is receiving medication at home but not at the crèche, and of any side effect this may have for the child.
- Three (3) doses of a prescribed medication must have been given or applied to the child by the parent/guardian before it will be administered by the child's educator. This is to ensure the child will not have an unexpected reaction to the medication.

6.1.4 Medication will only be given if;

- Prescribed by a Medical Practitioner and the medication is supplied in the original container displaying;
 - ✓ a pharmacist label,
 - ✓ the child's name,
 - ✓ the prescribing Doctor,
 - ✓ current date,
 - ✓ expiration date,
 - ✓ storage instructions
 - ✓ dosage, and
 - ✓ instructions for administration.

- Before medication is given to a child the Childcare Educator will verify the correct dosage and child with another educator. After giving the medication the qualified educator will complete the following details on the authority to administer medication form.
- Before and after administering medication Childcare Educators need to wash their hands
- Childcare Educators administer medication according to the “Five Rights” (i.e. right patient, right time, right medication, right dose, and right manner). Before medication is given to a child, a Childcare Educator other than the one administering the medication, verifies the accuracy of each of these Five Rights.
- After giving the medication, the Childcare 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 Childcare Worker/ educator who administered it and the name of the educator who verified. The Form is then signed by both educators.
- Whenever medication is administered, educators continuously monitor the well-being of the child concerned.
- Medication is **NEVER** put into a baby’s bottle or drinking cup.
- Medications must be given directly to Childcare Workers / Educators and not left in the child’s bag or on their person.
- Childcare Educators are not medically trained and therefore cannot diagnose appropriate treatment. Childcare Educators will not:
 - accept children who require a health care regime which uses medical procedures into the service before Childcare Educators are appropriately and professionally trained, and feel confident with that training and the process for administering any required medication.
 - perform any treatments without first receiving appropriate professional training.

6.2 Teething

Parent/guardians should advise Childcare Educators when their child is teething so the children’s needs can be met.

When the child who is teething becomes unwell and displays symptoms such as high temperature, flushed cheeks and drooling, the parent/guardian will be contacted to pick up their child.

6.3 Non prescribed medications – Over the Counter medications (OTCs)

Non prescribed medications, will only be administered with a Medical Practitioners certificate and written authorisation by the child’s parent/guardian.

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Parents/guardians are required to sign an endorsement to confirm their child has had the non prescribed medication before on at least 3 occasions, and has not had a previous allergic reaction to the medication. They must also print the child’s name clearly on the medication to ensure the correct medicine is given to the correct child.

6.4 Asthma reliever medications

Please refer to **FACS007- Crèche - Asthma Policy**

6.5 Application of ointments or creams

The Childcare Educators will only apply ointments or creams to children whose parents have provided written consent.

7. REFERENCES

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| Acknowledgements (original author/source documents) | <ul style="list-style-type: none"> ▪ Children’s Panadol : http://www.childspanadol.com.au/Home.aspx ▪ Preventing Infectious Disease : http://www.nhmrc.gov.au/publications/synopses/ files/ch43.pdf http://www.nhmrc.gov.au/publications/synopses/ files/ch43poster4.pdf ▪ National Immunisation Program Schedule: http://www.nhmrc.gov.au/publications/synopses/ files/ch43poster3.pdf ▪ Joanna Briggs Institute : www.joannabriggs.edu.au ▪ NT Asthma Foundation : http://www.asthmant.org.au/ ▪ National Asthma Council: http://www.nationalasthma.org.au/html/home/index.asp ▪ Mayo Clinic : www.mayoclinic.com ▪ www.australianprescriber.com/magazines/vol24no6/counter.htm National Health and Medical Research Council (NHMNC) Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases. Canberra: AGPS ▪ www.nhmrc.gov.au/publications/fullhtml/exclusion.htm |
| Related Policies | <ul style="list-style-type: none"> ▪ FCS006 - Crèche – Immunisation Policy ▪ FCS016 - Crèche – Hand Washing Policy |
| Related Publications | |
| Relevant Forms | <ul style="list-style-type: none"> ▪ 340-015 Medication Form- short term. ▪ 340-016 Medication Form-long term. ▪ 340-017 Administration of Medication Form. ▪ Recommended Exclusion periods for School, Pre-schools and child care and Child care centres NHRMC poster |

8. DOCUMENT CONTROL

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| Policy number | FACS004 |
| Policy Owner | Family and Community Services |
| Endorsed by | OCM |
| Date approved | 26/06/2013 |
| Revisions | |
| Amendments | |
| Next revision due | October 2015 |

9. CONTACT PERSON

Contact person **Manager Governance, Corporate Planning & Compliance**

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