



Coowarra Out Of School Hours Care Service Inc

Administration of Medication Policy

POLICY STATEMENT

Coowarra OOSH seeks to ensure the proper care and attention to all children through specific guidelines regarding use of medications. To ensure the interests of Educators, children and parent/guardians are not compromised, medication in its original packaging will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner.

To support children to take increasing responsibility for their own health and well being specific consideration will also be given to children who are carrying medication in their school bags and whose parents have given permission to self medicate (*"My Time, Our Place"* 3.2). In order for the Educators to properly care for children the service has an expectation that parents will inform Educators if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. Educators will use this information to support the child's participation in the service (*"My Time, Our Place"* 4.3)

PROCEDURE

Prescription medication will be administered only to the child for whom it is prescribed, Medication needs to be supplied to the service in blister packs made at a pharmacy. The blister pack needs to contain all relevant information including child's name, medication name and dosage. Non-prescription medication will not be administered at the service unless authorised by a Doctor.

Parents and Guardians will:

Complete the Medication Form with all details being filled in.

Indicate on the medication form if the child can self-administer or if the Educator is required to do so.

Give all medications directly to the Responsible Person and not left in child's bag.

Inform the Educator of any medication/s, name, time and dosage, that has been administered to the child at home.



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Provide all medications in webster packs prepared by a pharmacy, with pharmacy label intact that bears the child's name, required dosage, instructions and the expiry or use by date.

Medication forms will be valid for either long term or short term. A long term medication form covers a 3 month period and is for ongoing medication at the service.

If child is administered medication at home or school but not required to take it at the Service, parents are strongly encouraged to inform us of the medication and its purpose, dosage administered daily and of any side effects it may have.

Parents/guardians can take medication home each afternoon if required. However, it must be returned the next time child is booked in. As per Regulation 90 a child is unable to attend the Service if they do not have their medication with them.

Medication must be given directly to an Educator and not left in the child's bag. Educators will store the medication in the designated secure place, clearly labelled and ensure that medication is kept inaccessible to children. In the event that a case of emergency requires verbal consent to administration of medication the service will provide written notice to the parent/guardian as soon as practical after administration of the medication.

No authorisation is required in the event of an Asthma or Anaphylaxis Emergency, however in doing so, as soon as possible after that time the parent/guardian is notified and/or Emergency Services.

Authorisation from anyone other than the parent/guardian/emergency contact or medical practitioner cannot be accepted.

An exception to the procedure is applied for Asthma medication for severe Asthmatics in which case the child may carry their medication on their person with parent/guardian permission. Where a child carries their own Asthma medication they should be encouraged to report to an Educator their use of the puffer as soon as possible after administering and the service maintain a record of this medication administration including time, Educator advised and if the symptoms were relieved.

Coordinator and Educators:

Only staff that hold a current First Aid Certificate and have asthma and anaphylaxis training will administer medication.



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Will administer medication only to the child for whom it is prescribed for.

Do not administer medication, including over the counter or homeopathic medications, unless written authorisation is provided by the parent/guardian or authorised by a Doctor.

When administering non-prescription medication, will follow the recommended dosage on the bottle/packaging for child's weight, if unsure use age. If parent/guardian requires us to give child above this recommended dose we must get a written authorisation from a registered medical practitioner.

Will receive authorisation for medication from the parent/guardian, a person authorised to consent on the child's enrolment form or a medical practitioner.

Store all medication in the designated secure place, clearly labelled, and kept out of reach of children, medication is not to be stored in bags or on a child's person.

An exception to the above procedure is applied for children who have a chronic condition such as, asthma, and their medical management plan directs, or a parent/guardian provides written permission, for a child to carry their medication on them at all times. the child will be instructed to report to an Educator as soon as possible after administering their medication

Educators will maintain a record of when the child self-administered, what symptoms were relieved, time and dosage and continue to monitor the child

Parents/guardians will be informed that the child had self-administered medication

Educators will remind children who have been authorised to self-medicate at specified times to take medication at designated times, to administer their medication with one Educator, who has first aid, asthma and anaphylaxis training, to witness child taking medication. Educator will record date, time and dosage on the Medication Form and will be signed off by Educator and child

Administering Medication

Before medication is given to a child the Educator (with current First Aid Certificate) who is administering the medication will verify the correct dosage with another Educator who will also witness the administration of the medication.



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After the medication is given the Educator will record the details on the medication form. Name of medication, date, time, dosage, name and signature of person who administered and name and signature of person who verified and witnessed.

Where a medical practitioner's approval is given for emergency medication, Educators will complete the medication form and write the name of the medical practitioner for the authorisation.

In the event of a child having permission to self-medicate this must be detailed in an individual Medical Management Plan including recommended procedures for recording that the medication has been administered. This plan must be provided by the Doctor. In one off circumstances the service will make an exception to this rule and will require the parent/guardians to complete the procedure for the Educators to administer the medication.

In the event of an emergency or illness in which Educators are required to administer emergency medication, such as Ventolin or an EpiPen, and no previous authorisation has been obtained (e.g. first instance of an asthma attack or allergic reaction)

If a child requires the administration of Ventolin – follow the National Asthma Council 'First Aid for Asthma'. If required,

Contact emergency services as soon as possible.

If a child requires the administration of an EpiPen – Emergency Services are to be called immediately.

Once it is practical to do so, the Responsible Person is to ensure that the parent/guardian are notified of the administration of the medication, the current condition of the child and if Emergency Services have been called.

Educators are to follow all instructions provided by Emergency Services.

Responsible Person will endeavour to continue to try and contact parent/guardian to make them aware of the situation.



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Responsible Person will ensure the completion of the Medication Form, Illness Form and if required, the Incident, Injury, Trauma Form as soon as practicable and report to the Nominated Supervisor.

Nominated Supervisor will contact the Regulatory Authority.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
<p><u>National Law</u> 162 Offence to operate an education and care service unless Responsible Person is present 165 Offence to inadequately supervise children 167 Offence relating to protection of children from harm and hazards 174 Offence to fail to notify certain information to Regulatory Authority 175 Offence relating to requirement to keep enrolment and other documents</p> <p><u>National Regulations</u> 90 Medical conditions policy 91 Medical conditions policy to be provided to parents 92 Medication record 93 Administration of medication 94 Exception to authorisation requirement – anaphylaxis or asthma emergency 95 Procedure for administration of medication 96 Self-administration of medication 98 Telephone and other communication equipment 136 First aid qualifications 161 Authorisations to be kept in enrolment record 162 Health information to be kept in enrolment record 170 Policies and procedures to be followed 175 Prescribed information to be notified to Regulatory Authority 176 Time to notify certain information to Regulatory Authority 183 Storage of records and other documents</p>	<p>2.1 Health 5.1 Relationships between educators and children</p>	<p>Child Safe Environment Enrolment Excursion First Aid- Management of Incident, Injury, Illness and Trauma Hygiene and Cleaning Immunisation Nutrition Orientation Policy Pick up and Drop off Privacy Reporting to the Regulatory Authority Responsible Person Sleep and Rest for Children Supervision</p>



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