

THE GOWRIE (QLD) INC

ADMINISTRATION OF MEDICATION POLICY

CONSIDERATIONS:

QIAS	Principles of 5.3 and 5.5
REGS	Child Care Regulation 2003 Sections 97 / 101 Child Care Act 2002 Section 76

POLICY STATEMENT:

It is important to strictly monitor the administration of prescribed and non-prescribed medication to ensure children's safety and well being. Administering medication is a responsibility that must be taken seriously due to potential health risks that may arise as a result of incorrect administration.

RELEVANT FORMS/MATERIAL:

- ***The Gowrie Medication Form***
- ***The Gowrie Ongoing Medication Form***
- ***The Kindergarten Handbook***

SOURCES:

- Morton, Sandy (2001) *Policies to Go By for Child Care Services: Building a Firm Foundation*. Children's Services Support Unit Inc: Perth.
- National Health & Medical Research Council (2005) *Staying Healthy in Child Care: Preventing infectious diseases in child care*. (4th Ed.) Commonwealth of Australia: Canberra.

REVIEWED: September 2010

Date to Be Reviewed: September 2011

INFORMATION FOR PARENTS

BACKGROUND

- Medication is given to treat a condition and one cannot be sure what reaction a child may have to a medication that the child has not taken previously. Parents are asked not to bring their child to the Service until at least 3 doses of any new medication (they have not taken previously) have been administered.
- Whenever possible medication will be administered by parents at home.
- Parents will consider whether children requiring medication are well enough to be at the Service.
- Where a child is receiving medication at home but not at the Service, parents will provide staff with details of the medication and its purpose and of any possible side effects.
- Where medication for long term conditions is required, parents will provide the Service with a letter from the child's doctor or specialist providing details of the medical condition, correct dosage as prescribed and how the condition is to be managed. (**See *Management of Allergies & Asthma Management Policies***)

PRESCRIBED MEDICATIONS

WHAT YOU NEED KNOW

- In the interest of children's safety and wellbeing, medication will only be administered if it is prescribed by a Doctor, in its original container with the original pharmacist's dispensing label with details of:
 - Child's name**
 - Name of medication**
 - Dosage**
 - Frequency**
 - How it is to be administered**
 - Date of dispensing**
 - Expiry date**
- Medication will only be administered if the parent/guardian has completed and signed a ***Medication Form***
- Children with allergies require a letter of confirmation from their doctor advising what the child's reaction may be and what actions staff should take if an allergic reaction occurs.
- Medication is required to be handed to a staff member so that it can be stored securely (out of children's access) and at the recommended temperature. Medication is not be left in children's bags.

	<ul style="list-style-type: none"> • Staff members are to note the time required for administration of medication and ensure medication is administered promptly at the prescribed intervals. • Medication must be administered by a staff member holding a minimum 2 year qualification. The administering staff member must check all details are correct including expiry date, name on label and also dosage and frequency of medication. In the case of the label stating “three times a day” staff are to take this as an 8 hour interval and are to inform the Director if the request for medication contradicts this information. • All medication must be checked by two staff members before being administered to children. After administration of the medication, staff members are to complete the details on the form and inform parents on their arrival to pick up their children that the medication has been administered. This form is then to be given to the Director for sighting and filing. • If staff have any questions relative to the administration of medication, they are to seek the advice of the Director who will make decisions in consideration of the policy and contact families to gain clarification regarding any information. • In the case of medication being administered incorrectly, the Director is to be advised immediately. The Posions Information Service (Phone # 13 11 26) is to be called and advice sought. The parents are to be informed and President is to be contacted. • Any medication that is unused or has reached expiry date is to be returned to the family for disposal. If the family has left the Service, this medication is to be handed to the Director who will dispose of it appropriately. Medication is not to be disposed of in rubbish bins that are in rooms where children are cared for.
--	--

EXCEPTIONS TO PRESCRIBED MEDICATIONS

BACKGROUND	Un-prescribed medications include herbal and homeopathic mixtures, nappy creams, teething gel etc.
-------------------	--

<p>WHAT YOU NEED TO DO FOR HERBAL AND HOMEOPATHIC MEDICATION</p>	<ul style="list-style-type: none"> • In the interest of children’s safety and wellbeing, medication will only be administered if it is in its original container with the original pharmacist’s/naturopath dispensing label with details of: <ul style="list-style-type: none"> <li style="text-align: center;">Child’s name <li style="text-align: center;">Name of medication <li style="text-align: center;">Dosage <li style="text-align: center;">Frequency <li style="text-align: center;">How it is to be administered <li style="text-align: center;">Date of dispensing <li style="text-align: center;">Expiry date • Medication will only be administered if the parent/guardian has completed and signed an Medication Form • Medication is required to be handed to a staff member, so that it can be stored securely (out of children’s access) and at the recommended temperature. Medication is not to be left in children’s bags. • Administration of this medication is to follow the same guidelines as listed in Prescribed Medications. <p><i>Continued administration of the medication will only be permitted if the parent obtains a letter from the child’s Health Practitioner confirming that the un-prescribed medication can continue to be administered for a specified length of time.</i></p>
--	--