 

KOONAWARRA PUBLIC SCHOOL PRESCHOOL

d (ii) Administration of medication

**Forbes Street Woolloomooloo 2013**

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| **Current** | May 25, 2017 |
| **Next Review** | May 2018 |
| **Regulation(s)** | R. 92-96; R168 |
| **National Quality Standard(s)** | 2.1.1: Each child’s health needs are supported.  2.1.4: Steps are taken to control the spread infectious diseases and manage injuries and illness, in accordance with recognised guidelines. |
| **Relevant DoE Policy and link** | *Student Health in NSW Public Schools:*  [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)- |
| **Relevant School Procedure** |  |
| **DoE Preschool Handbook January 2016** | Wellbeing, page 30 |
| **Key Resources** | [Administering prescribed medication at school](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/administering-medication)  [ACECQA Medication Record](http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf) |

**The educators at Koonawarra will:**

* Ensure all medication to be administered to a child, whether it be prescription or non-prescription, is provided to Koonawarra Preschool in its original packaging, with a label from a health care practitioner or a pharmacist (this includes creams, gels nasal sprays). (See medical conditions procedure)
* Ensure that a medication record is developed for each child requiring medication at

the education and care service.

* + If the medication is a once off medication use the ACECQA medication record to detail:
    - the name of the child
    - child’s date of birth
    - authorisation to administer medication signed by the parent/or person named on the enrolment form as authorised to consent to the administration of medication
    - the name of the medication being administered
    - used by date of the medication being administered
    - the date of medication being administered
    - when the medication was last administered
    - the amount last administered
    - the time the medication is to next be administered
    - how much medication is to be administered
  + If the child has an ongoing medical problem that needs daily or as needed medication (eg, eczema) an Ongoing Medication Form can be filled in and updated every three months or as the child’s needs change.
* Ensure that medication being administered to a child is:
  + authorised;
  + administered as prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written/verbal form from the medical practitioner.);
  + from the original container with the original label clearly showing the name of the child;
  + within its used by date.
* Ensure that written and verbal notification are given to a parent or other family member of a child as soon as practicable, if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
* Ensure that if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency that the parent of the child and emergency services are notified as soon as practical.
* Take reasonable steps to ensure that medication records are maintained accurately.
* Keep medication forms in a secure and confidential manner and ensure the records are archived for the regulatory prescribed length of time.
* Ensure that educators receive information about the medical and medication policies during their induction.
* Request written consent from families and their Doctor, on an Asthma or Allergy Management Plan or an action plan from the doctor, to administer Asthma medication,if required. When an Asthma or Allergy Management Plan have not be obtained the service will have the family complete the DoE Essential information for staff – student with health care needs.
* Inform families of the education and care service’s medical and medication policies and the need to ensure that safe practices are adhered to for the wellbeing of both the child and educators.
* When accepting medication from a parent:
  + Ensure that the parent give the medication to a member of staff employed by the DoE for authorisation and safe storage.
  + That parent’s fill in the Koonawarra Preschool medication form, recording the details of the medication.
  + Verify that the medication form has been filled in correctly and **signed** by the parent/guardian
  + Check the used by date of the medication
  + Check the dosage amount the medication states on the Pharmaceutical label and compare this to what the parent/guardian have written
  + Check the time/s the medication is to be administered.
  + Sign the Medical Administration Form to acknowledge that they have received the medication and understand its administration.
  + Place the medication out of children’s reach.
* Follow the procedure below when administering medication:

1. Wash hands before preparing medications.
2. Put on gloves.
3. Medication errors will be controlled by checking the following five items each time medication is given:
   1. Right Child
   2. Right Medication
   3. Right Time
   4. Right Dosage
   5. Right Documentation

3. Prepare medication on a clean surface away from toileting areas.

4. Do not add medication to the child’s food.

5. For *liquid* medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.

6. For *capsules/pills*, medication is measured into a paper towel and dispensed as directed by the Health Care Provider/legal guardian.

7. Take off gloves and wash hands after administering medication.

8. Observe the child for side effects of medications and document on the child’s Medication Authorization Form.

* NOT administer any medication without the authorisation of a parent or person with authority – except in the case of an emergency, when the verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
* Ensure that two educators administer medications at all times. Both educators are responsible to check the *Medication Form*, the prescription label and the amount of medication being administered. Both educators must sign, date and note the time on the Medication Form. Medications will be returned to container after use and ensure that it is out of reach of children.
* Follow hand washing procedures before and after administering medication.
* Share any concerns or doubts about the safety of administering medications with the Nominated Supervisor to ensure the safety of the child. The Nominated Supervisor may seek further information from the family, the prescribing doctor, or the *Public Health Unit* before administering medication.
* Advise parents, who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines, that the medications will not be administered and medication prescribed for one child will not be administered to a sibling or another child.
* If any emergency arises where there is doubt or concerns about the child’s safety, the Preschool staff must act in the best interests of the child’s safety and health, by contacting the family, a doctor, the Preschool manager, or call 000 for an ambulance. (Procedure for Calling an Ambulance).

**Families will:**

* Keep children away from the care and education setting while any symptoms of an illness remain and for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
* NOT leave any medication in children’s bags.