

Burnside Primary School Out of School Hours Care Administration of Medication Policy



NATIONAL QUALITY STANDARD (NQS)

Quality Area 2: Children's Health and Safety		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

Education and Care Services National Regulations	
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

RELATED POLICIES

Administration of First Aid Policy Arrival and Departure Policy Control of Infectious Disease Policy Child Protection Policy Code of Conduct Policy	Medical Conditions Policy Safe Storage of Hazardous Substances Policy Incident, Injury, Trauma and Illness Policy Supervision Policy
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PURPOSE

In supporting the health and wellbeing of children, the use of medication may be required by children at the out the Out of School Hours Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety and wellbeing of the child.

To ensure all staff at Burnside Primary School Out of School Hours Care understand their liabilities and duty of care to meet each child's individual health care needs. To ensure all staff are informed of children diagnosed with a medical condition and strategies to support

their individual needs. To ensure that all staff are specifically trained to be able to safely administer children's required medication with the written consent of the child's parent or guardian. Staff will follow stringent procedures to promote the health and wellbeing of each child enrolled at the OSHC Service.

IMPLEMENTATION

Families requesting the administration of medication to their child will be required to follow the guidelines developed by the Service to ensure the safety of children and staff. The Service will follow legislative guidelines and adhere to the National Quality Standard to ensure the health of children, families and staff at all times.

For children with a diagnosed health care need, allergy or relevant medical condition a Medical Management Plan and medical Risk Minimisation Plan must be provided prior to enrolment and updated regularly. A Risk Management Plan and Communication Plan must be developed in consultation with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child (see Medical Conditions Policy).

Burnside Primary School OSHC will ensure:

- Children with specific health care needs or medical conditions have a current medical management plan detailing prescribed medication and dosage by their medical practitioner.
- Medication is only administered by the persons permitted at the OSHC Service with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication (Regulation 92(3)).
- Enrolment records for each child outline the details of persons permitted to authorise the administration of medication to the child.
- Medication provided by the child's parents must adhere to the following guidelines:
- The administration of any medication is authorised by a parent or carer in writing
- Medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written form from the medical practitioner)
- Medication is from the original container
- Medication has the original label clearly showing the name of the child
- Medication is before the expiry/use by date
- The administration of Medication Record is completed for each child.
- A separate form must be completed for each medication if more than one required.
- Any person delivering a child to the Service must not leave any type of medication in the child's bag. Medication must be given directly to a staff member for appropriate storage upon arrival.
- Written and verbal notifications 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.
- If medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent of the child is notified as soon as practicable.
- If the incident presented imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident.
- Reasonable steps are taken to ensure that medication records are maintained accurately.

- Medication forms are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's departure from the Service.
- Children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
- All staff receive information about Administration of Medication Policies and other relevant health management policies during their induction.
- Staff and volunteers are aware of the dedicated staff who are authorised to administer medication.
- Staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition as detailed in Medical Management Plans, Asthma or Anaphylaxis Action Plans.
- Written consent is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
- Families are informed of the Service's existing Medical Conditions Policies and Administration of Medication Policies.
- Safe practices are adhered to for the wellbeing of both the child and educators.

Staff will:

- Not administer any medication without the authorisation of a parent or person with authority, except in the case of an emergency.
- Ensure medications are stored in the refrigerator in a labelled and locked medication container with the key kept in a separate location, inaccessible to children. For medications not requiring refrigeration, they will be stored in a labelled and locked medication container with the key kept in a separate location, inaccessible to children.
- Adrenaline autoinjectors should be kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and **not** locked in cupboard. A copy of the child's medical management plan should be stored with adrenaline autoinjector.
- Ensure that two staff administer and witness medications at all times. One of these staff must have approved First Aid qualifications in accordance with current legislation and regulations. Both staff are responsible for:
 - checking the Administration of Medication Record completed by the parent/guardian
 - checking the prescription label for:
 - the child's name
 - the dosage of medication to be administered
 - the use by date
 - confirming that the correct child is receiving the medication
 - signing and dating the Administration of Medication Form
 - returning the medication back to the locked medication container
- Follow hand-washing procedures before and after administering medication.
- Discuss any concerns or doubts about the safety of administering medications with the family.
- Seek further information from parent/carer or the prescribing doctor before administering medication if required.

- Ensure that the instructions on the Administration of Medication Record are consistent with the doctor's instructions and the prescription label.
- Invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- Ensure that the Administration of Medication Record is completed and stored correctly including name and signature of witness.

Families will:

- Provide the Service with accurate information about their child's health needs, medical conditions and medication requirements on the enrolment form.
- Provide the Service with a Medical Management Plan prior to enrolment of their child if required.
- Develop a Risk Minimisation Plan for their child in collaboration with director/assistant director and medical practitioner for long-term medication plans.
- Notify staff, verbally when children are taking any short-term medications AND whether or not these medications may be self-administered.
- Complete and sign an Administration of Medication Record for their child requiring medication whilst they are at the OSHC Service.
- Update (or verify currency of) Medical Management Plan yearly or as the child's medications needs change.
- Be requested to sign consent to use creams and lotions should first aid treatment be required (list of items in the first aid kit provided at enrolment).
- Keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- Adhere to the Service's Control of Infectious Disease Policy.
- Keep children at home while any symptoms of an illness remain.
- Advise the Service if their child has taken any medication with them to school. The Administration of Medication Record may be emailed to the Service if necessary.
- Complete the Administration of Medication Record if dropping off their child in the morning, and the staff member will sign to acknowledge the receipt of the medication. The staff member will then ensure this medication is taken to school with the child where school policy regarding medication will be adhered to.
- Provided any herbal/naturopathic remedies or non-prescription medications (including Paracetamol or cold medications) with a letter from the doctor detailing the child's name and dosage. Note that the stated procedure for administering medications applies to the administration of non-prescription medications.

Self-Administration of Medication:

A child over pre-school age may self-administer medication under the following circumstances:

- A parent/carer provides written authorisation with consent on the child's enrolment form – administration of medication.

- Medication is stored safely by a staff member, who will provide it to the child when required.
- Supervision is provided by a staff member whilst the child is self-administering.
- A recording is made in the medication record for the child that the medication has been self-administered.

Guidelines for children with a fever:

- Families must provide their own antipyretic/ibuprofen for use as directed by a medical practitioner.
- Antipyretic will be kept in the locked medication container for emergency purposes should authorised collectors not be contactable.
- To safeguard against the incorrect use of antipyretic and minimise the risk of concealing the fundamental reasons for high temperatures, staff will only administer antipyretic for a period exceeding 48 hours, if it is accompanied by a Doctor's letter stating the reason for administering the dosage and duration it is to be administered for except for in emergency situations (onset of fever whilst at the Service).
- If a child presents with a temperature whilst at the Service, the family will be notified immediately and asked to organise collection of the child as soon as possible.
- The family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will:
 - remove excess clothing to cool the child down
 - offer fluids to the child
 - encourage the child to rest
 - monitor the child for any additional symptoms
 - maintain supervision of the ill child at all times, while keeping them separated from children who are well.

Medications kept at the Service

- Any medication, cream or lotion kept on the premises will be checked monthly for expiry dates.
- A list of First Aid Kit contents close to expiry or running low will be given to the Nominated Supervisor who will arrange for the purchase of replacement supplies.
- If a child's individual medication is due to expire or running low, the family will be notified by Director/Assistant Director that replacement items are required.
- It is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day, and return it with the child as necessary.
- MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.
- Families are required to complete an Administration of Medication Record for creams, ointments and lotions to be administered.

Emergency Administration of Medication

- In the occurrence of an emergency and where the administration of medication must occur, the OSHC Service must attempt to receive verbal authorisation by a parent of the child named in the child's enrolment form who is authorised to consent to the administration of medication.

- If a parent/carer of a child is unreachable, the OSHC Service will endeavour to obtain verbal authorisation from an emergency contact of the child named on the child's enrolment form, who is authorised to approve the administration of medication.
- If all the child's nominated contacts are non-contactable, the Service must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's enrolment form.

Emergency Involving Anaphylaxis or Asthma

- For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the Asthma or Anaphylaxis Action Plan provided by the parent/guardian. (National Asthma Council (NAC) or ASCIA).
- In the event of a child not known to have asthma or anaphylaxis and appears to be in severe respiratory distress, the emergency plans for first aid must be followed immediately according to the Asthma first Aid procedure located in the medication storage area in the pantry.
- In the event of an anaphylaxis emergency where any of the following symptoms are present, an EpiPen must be administered
 - difficulty/noisy breathing
 - swelling of the tongue
 - swelling or tightness in throat
 - difficulty talking
 - wheeze or persistent cough
 - persistent dizziness or collapse, pale or floppy

The OSHC Service will contact the following (as required) as soon as practicably possible:

- Emergency Services 000
- A parent of the child
- The regulatory authority within 24 hours (if an ambulance was called)

The child will be comforted, reassured and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

Source

Australian Children's Education & Care Quality Authority. (2014)

Australian Society of clinical immunology and allergy. ascia.

<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Belonging, Being and Becoming: The Early Years Learning Framework for Australia. (2009).

Early Childhood Australia Code of Ethics. (2017).

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

National Health and Medical Research Council. (2012). (updated June 2013). Staying healthy, Preventing infectious diseases in early childhood education and care services.

Revised National Quality Standard. (2018).

Review

REVIEW			
Policy Reviewed	July 2022	Next Review Date	July 2024
	Modifications.	New Review Date	
July 2021	<ul style="list-style-type: none">Additional information (Educators, staff and volunteers are aware of the dedicated staff who are authorised to administer medication) and identifying location of Asthma First Aid procedure.removal of some instructions		
April 2019	<ul style="list-style-type: none">additional information added to pointsadditional point added in reference to Regulation 90 (sub regulation 2)sources/references updated and alphabetised	April 2020	
April 2018	Minor terminology and grammatical adjustments made to support compliance.	April 2019	
October 2017	New policy drafted for OSHC	October 2018	
ENDORSED BY GOVERNING COUNCIL: _____			