

MEDICATION POLICY

PURPOSE:

To ensure that all practices relating to the recording and administering of medication to children of the centre is carried out following centre procedures and is in accordance with guidelines set down by professionals of this field.

IMPLEMENTATION:

IMPORTANT NOTES

- Under no circumstances is medication to be left in a child's locker or bag.
- No medication will be administered unless it is supplied in the container it was dispensed by a pharmacist or medical practitioner showing clearly the child's name, name of medication, administration instructions, expiry date of product and the name of Doctor or issuing Pharmacist
- Long-term medication must have a letter from a Medical practitioner stating reasons for the medication. An updated letter is required every four months if centre staff are to continue giving the medication.
- On enrolment parents will be asked to indicate their consent or otherwise to the administration of liquid Paracetamol or equivalent to their child in accordance with labeled directions, should it be considered necessary by the Director and staff member on medical duty, on any given day.
- On enrolment, parents will be asked to indicate if their child suffers from any allergies or reactions and to give instructions for treatment should a problem occur.
- Proprietary "over the counter" medication will be administered strictly in accordance with manufacturers directions unless specific written instructions are received from a medical practitioner. The Director reserves the right to ask parents to obtain advice from a medical practitioner about the use of non-prescribed medication if, in her professional judgment, doubt exists about the necessity for and/or suitability of the medication.
- If it is necessary in an emergency to administer medication to a child that is being provided with the service without prior consent of the child's parent, every attempt will be made to secure that consent before administering the medication.

PROCEDURE FOR RECEIVING MEDICATION

All medication must be personally handed to a staff member who will then ensure that parents have fully and accurately completed and signed the medication form. Before a staff member signs the completed medication form verify the following:

1. Child's name, Medication name, dosage and time all correspondence with the medication form and the information written on medication to be administered.
2. The last dosage given, commencement date and days attending have been completed on the form
3. Parent has signed the form
4. After checking all of the above is correct sign the completed medication form.
5. Staff member will place medication in locked cabinet.
6. Medication form to be placed into the Medication Folder
7. Write medication in communication book. Child's name and time medication required will then be written on the whiteboard and the staff member responsible will communicate medication requirements to all other staff in the room.

PROCEDURE FOR PREPARATION, ADMINISTRATION AND RECORDING OF MEDICATION

1. The designated member of staff to administer the days medication will thoroughly wash hands prior to administering each dosage of medication. The designated administrator of medication (D.A.M.) will take the bottle of medication and the medication form filled in by parents to the witness who will check that the label on child's medication corresponds with that on medication form. Note: Only one child's medication is to be removed from the locked medication box at one time.
2. Both D.A.M. and witness will identify the child and check that it corresponds with the name on the medication form and the measured dosage corresponds to the medication form. D.A.M. will decide on most appropriate way to administer medication (ie. While nursing, sitting on lap or sitting in high chair) whilst at the same time informing child of what is to be done and expected.
3. D.A.M. and witness will ensure that full compliment of medicine is taken. Offer drink afterwards if applicable
4. Wipe mouth with tissue
5. Wash hands.
6. Return child to normal routine.
7. All unsuccessful attempts to be recorded and reported to parent and if necessary reported to Director.

8. Any mistakes to be reported to Director immediately D.A.M. and witness to sign medication form only after administration of medicine
9. Medication measures used are to be rinsed and placed in sterilizer or dishwasher as per room procedures

INDIVIDUAL HEALTH MANAGEMENT PLANS

Staff at this centre acknowledge the great diversity in childhood medical conditions. In the event of a child with such a condition being enrolled at this centre we undertake to:

- Research the condition through reading
- Request family, in consultation with their medical practitioner to formulate a health management plan
- Arrange a conference between families, medical practitioner if agreeable and all relevant staff to discuss and ensure a better understanding of the condition and medical plan.

Reviewed: 10 June 2005

Reviewed: 24 February 2006 by M Duffy-Fagan

Source: Centre Based & Mobile Child Centre Services Regulation No2.)
1996 Staying Healthy in Child Care 3rd Edition NSW Health
Department
Children Services Regulation 2004