



**Maldon  
Neighbourhood  
Centre Inc**  
Friendship & Learning

The Maldon Neighbourhood Centre Occasional Childcare

## **Administering Medication Policy**

**RATIONALE:** In supporting the health and wellbeing of children, at times the use of medications may be required. Any medication must be administered as prescribed by medical practitioners and/ or First Aid guidelines. This is to ensure continuing health for the child and for their safety and wellbeing.

**AIM:** For parents /carers and educators to be aware of medication administering procedures. Families requesting the administration of medication will be required to follow these guidelines to ensure the safety of children and educators. Educators will follow legislative guidelines and standards in order to ensure the health of children, families and staff at all times.

**PROCEDURE:** Parents /carers are reminded not to bring their child to our Centre if they are unwell. This is in the best interest of individual children and the whole group, to stop the spread of infection and allow time to rest and recover. Please refer to the *Illness and Infectious Diseases Policy* for further information. At times, medications may still be required. Strict guidelines have been developed to protect children from receiving incorrect doses of medication. Children may only be given medication at the Centre if it is prescribed by a medical practitioner and supplied in its original labelled container. It must be noted that medications can only be administered to the child whose name appears on the medication label, not siblings or family members.

Parents / carers will:

- Verbally inform staff of required medication and physically hand over medication in its original packaging.
- Fill in details and sign the medication administration form. Medications can only be administered when specific instructions are given. Directions such as “if needed” or “as required” are not acceptable, except in the case of asthma.
- NOT leave any medication in children’s bags.
- Sign the Medication form at the end of the session, in acknowledgement of medication being administered and collect medication from its secure location.
- In the case of an ongoing requirement for medication, parents /carers will leave medication at the Centre, with a long term consent form or Medical Action Plan completed.

Educators will:

- Administer medications only from an original container with the original label clearly showing the name of the child and dosage.
- Make sure all medications are safely stored either in the refrigerator or child proof cupboard and are not past their expiry/use by date.

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- Ensure that they have read prescription labels accurately. If stated dose and time written by parents/ carers differs from that stated on the prescription label, staff must always follow the instructions on the prescription label. This is to avoid over dosage of medication. Another staff member must witness all administering of medications.

Witness must check that:

1. Medication is the correct one for that child.
2. Dosage is correct for the child's age.
3. Time noted on medication administration form is correct.

Educators will only administer over the counter medications when accompanied by a doctor's letter stating the child's name, reason for administering and the dosage. This is to safeguard against the over use of painkillers such as paracetamol and minimise the risk of masking any underlying reasons for symptoms such as high temperatures. If a child presents with a fever or appears unwell, 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 or illness. While waiting for the child to be collected, educators will implement the following procedures to reduce the child's fever and or discomfort:

- Remove excess clothing to cool the child down
- Offer fluids to the child
- Encourage the child to rest
- Provide a cool, damp cloth for the child's forehead
- Monitor the child for any additional symptoms
- Maintain supervision of the unwell child at all times, while keeping them separated from children who are well.

An Illness record will be completed as soon as practicable, to be signed and dated by parent/ carer at the earliest convenience.

The administration of medications and response to illness is practiced in accordance with regulatory guidelines. Open communication between educators and families remains a priority to best meet the needs of individual children.