

## Scope

This procedure applies to SDN Children’s Education and Care Centres and covers responsibilities and steps for administering prescription and non-prescription medication to children whilst in attendance in SDN centres. This Procedure must be read in conjunction with the policies and procedures on *Administration of Medication, Children with Medical Conditions, Child Incident, Injury, Trauma and Illness and First Aid*.

## Requirements

### Authorisation for administering prescription or non-prescription medication

Only administer prescription and non-prescription medications if:

- the medication is within its use by/expiry date
- a *Medication Permission Form* is completed and signed by the child's parent or authorised nominee for each medication to be administered
- the medication is in its original packaging/container with the attached pharmacy dispensing label or registered medical practitioner’s written instructions in English, clearly showing the child’s name, dosage and frequency to be administered.

### Administration of emergency medication

In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without authorisation. In this circumstance, the child’s parent and emergency services must be contacted as soon as possible.

### Paracetamol

Paracetamol will not be administered as a standard first aid strategy or as a standard response to a fever. This is to safeguard against the over use of paracetamol, and minimise the risk of masking the underlying reasons for high temperatures.

### What to do if a child has fever

Things to look for in a fever:

- the normal temperature for a child is up to 38 degrees
- fevers are common in children
- if the child is less than 3 months old and has a fever above 38 degrees C contact the child’s parent and ask them to take that child to the doctor
- if the child is unhappy, treatment is needed to comfort them. Give clear fluids; remove excess clothing,

sponge with lukewarm water

- watch the child and monitor how they are feeling
- if temperature continues to rise and the child has not been picked up, call an ambulance.

In some cases a child may have a febrile convulsion, which are physical seizures caused by the fever. If this occurs, you should call ambulance immediately.

### Reducing the fever

If the fever is not reducing with the above steps then the following steps need to be taken:

- parents need to be contacted
- if parents cannot be contacted, contact the authorised nominees on SDN Enrolment Record
- parents/authorised nominees are advised that the child needs to be picked up within 1 hour.

### Non-prescription medication (creams and lotions)

Parents will be asked to give consent for the application of creams and lotions used regularly at the centre upon enrolment. See SDN *Non-Prescription Medication Permission Form*.

### Storage of medication

Store all medication in a labelled and locked medication cabinet/cupboard. For medications that require refrigeration, store these at the back of the fridge's top shelf in a labelled and locked child proof container. Keep keys of these locked medication cabinets/containers in a secure location, which is inaccessible to children.

The Nominated Supervisor (or a person/s they delegate this task to) must check expiration dates of all medication kept at the SDN Children's Education and Care Centre regularly, including first aid and emergency medication; and must dispose of expired medication and replace as necessary. For medication for a specific child, replacements must be provided by the family.

## Responsibilities

### Nominated Supervisor

- ensure that the relevant organisational, legislative and regulatory requirements and procedures relating to administering medication are adhered with by staff members and families
- ensure that all medications are kept as per the storage requirements
- ensure that staff members receive information about SDN medical conditions and medication policies during their induction
- inform families of their responsibilities, SDN policies and procedures that relate to medical conditions and administration of medication, and the need to ensure that safe practices are complied with for the wellbeing of children and SDN staff members.

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## Educators and the Nominated Supervisor

- implement and comply with the relevant organisational, legislative and regulatory requirements and SDN policies and procedures relating to administering medication
- ensure that the details of the Medication Permission Form completed by the family/authorised nominee are consistent with the registered medical practitioner and/or the pharmacy dispensing label
- check the expiry or use-by date of the medication. If the medication is past its use by date it must not be administered
- ensure that medications are kept securely as per the storage requirements
- ensure that medication is only administered to the child for whom it is prescribed
- ensure that two Educators administer all medications. One of these Educators must have approved First Aid qualifications. Both the educators will cross check that the correct medication and dose were given to the correct child at the designated time and sign the Medication Permission Form accordingly
- follow *WHS-PRO-4.03-02 Hand Hygiene Procedure* before and after administering medication.

## Families

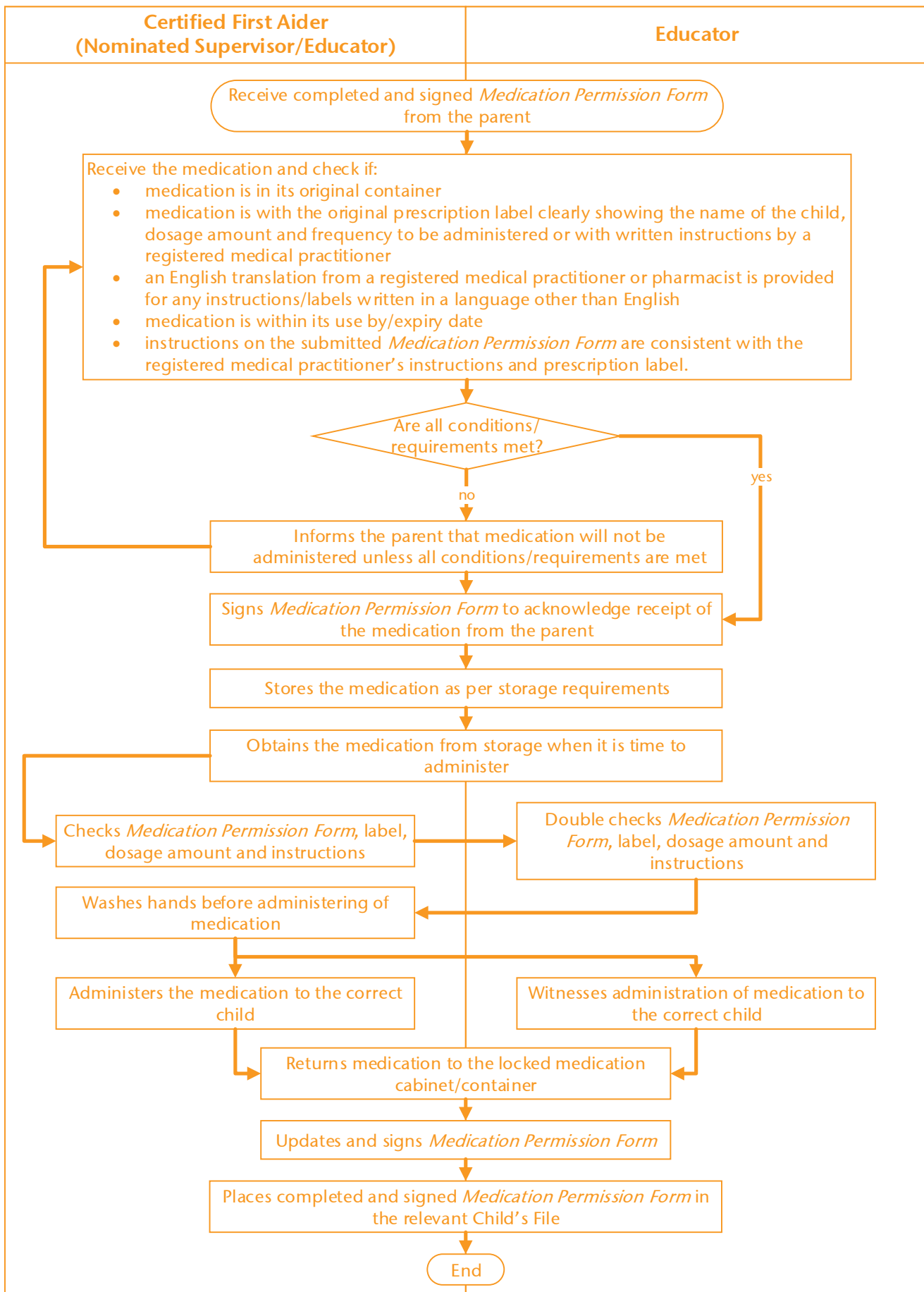
- notify educators, via SDN Children’s Education and Care Centre Enrolment Record or verbally when children are taking any medications. This includes short and long term medication use
- complete and submit a Medication Permission Form, with details consistent with the registered medical practitioner and the pharmacy dispensing label
- give the medication to be administered to an Educator together with a completed *Medication Permission Form*
- keep medications in original containers with pharmacy dispensing labels. Medications 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
- ask pharmacies to provide dispensing labels and dosage instructions for non-prescribed medications.
- NOT leave any medication in children’s bags.

## Procedure Details

Please refer to the succeeding pages.

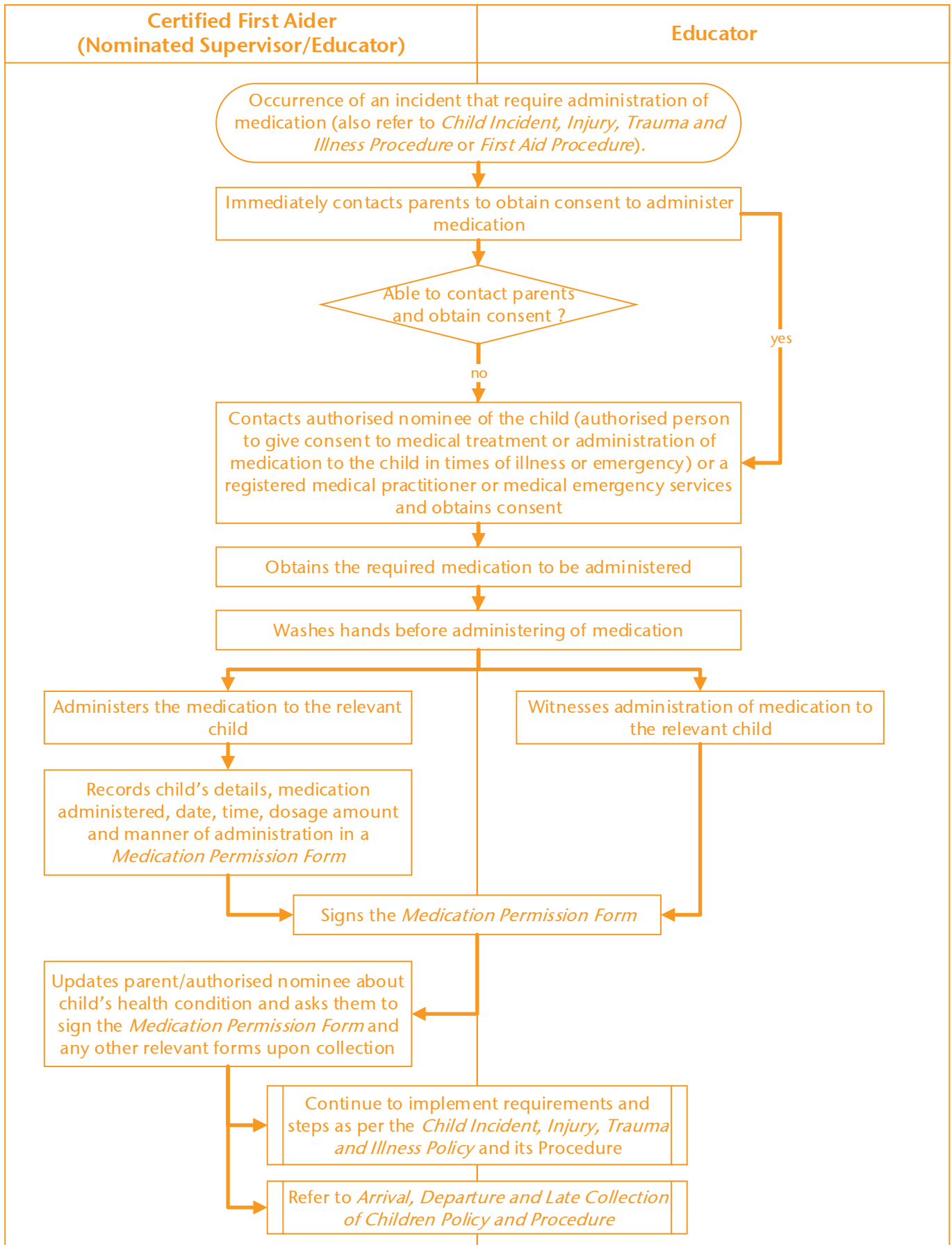
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## Administration of medication for short term or long term use



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## Administration of medication relating to an emergency/incident whilst the child is in attendance



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## Related SDN Documents

### Policies

- SD-OP-2.07: Enrolment, Orientation and Transition into SDN Services
- SD-OP-2.09: Arrival, Departure and Late Collection of Children
- SD-OP-2.14: Children with Medical Conditions
- SD-OP-2.15: Child Incident, Injury, Trauma and Illness
- WHS-OP-4.03: Infectious Diseases
- WHS-OP-4.05: First Aid

### Procedures

- SD-PRO-2.07-01: Enrolment, Orientation and Transition into SDN Services
- SD-PRO-2.09-01: Arrival, Departure and Late Collection of Children
- SD-PRO-2.14-01: Children with Medical Conditions
- SD-PRO-2.15-01: Child Incident, Injury, Trauma and Illness
- WHS-PRO-4.03-02-01: Hand Hygiene
- WHS-PRO-4.05-01: First Aid

### Forms/Templates

- SD-FRM-2.07-01-01: SDN Children's Education and Care Centre Enrolment Record
- SD-FRM-2.14-02-01: Medication Permission Form
- SD-FRM-2.14-02-01: Non-Prescription Medication Permission Form
- SD-FRM-2.15-01-01: Child Incident, Injury, Trauma and Illness Form

## Relevant Legislation/Regulations

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011, regulations 91 to 95, 168, 177, 183
- National Quality Standard, quality area 2
- Poisons and Therapeutic Goods Act 1996 (NSW)
- ACT Medicines, Poisons and Therapeutic Goods Act 2008

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## Other References/Related Documents

- National Health and Medical Research Council. Updated June 2013. Staying Healthy Preventing infectious diseases in early childhood education and care services child care (5<sup>th</sup> Edition).
- Royal Children's Hospital (Victoria). 'Pain relief for children - Paracetamol and Ibuprofen' Fact Sheet. April 2013.
- Royal Children's Hospital (Victoria). 'Fever in children' Fact Sheet. September 2011.

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