



Administration of Medication Policy & Procedure

Medication Policy

At the Karoonda Preschool, we are committed to the care of children's health and the protection of staff. The following guidelines have been established for the administration of medication.

Medication will not be administered in any circumstances unless the following procedures are undertaken:

- A Management Plan is developed and signed by the treating doctor.
- Parent or guardian approval is given via the signed medication form.
- Prescription sticker to be on the medication, even if it is "over the counter medication".

Overriding Principles

- Wherever possible, medication should be administered by a parent. If impossible the medication must be administered by preschool staff following the information provided on the medication form.
- It is the responsibility of parents to advise the preschool staff of any change to the child's dosage/medication via a doctor's letter or management plan signed by the treating doctor.
- All medication must be in the correctly named and labelled container.
- All medication will be kept in the medication container on top of or, if required, in the preschool fridge.
- Records are kept in a safe and secure area, will remain confidential and will only be made available to those who have the lawful right to them.
- Written emergency plans are to be accessible to all staff – to be placed in the first aid folder in the office. Any child who has asthma, epilepsy, diabetes or an allergic reaction will be listed on the inside of the first aid folder and the TRT folder. It will include a photograph of the child/adult with the condition for quick recognition by relief, visitors or new staff.
- Medication which children self administer should not be left in their bags, but kept in the medication container on the fridge in the kitchen and properly labelled.
- Staff will ensure any medication to be administered to a child has the appropriate instructions, is prescribed for that child, has a current use by date and is accompanied by written permission to administer from the parent or a letter from the prescribing doctor.
- If there is only one person on site medication cannot be administered to a child unless it is a life threatening situation such as an asthma attack or allergic reaction.
- Ensure that over the counter medication, cough medicine, paracetamol etc is accompanied by written authorisation from the pharmacist/doctor, including dosage, times and dates of administration and placed in personal files. All staff are to be familiar with the folder.
- It is the responsibility of the staff to observe and report the effects of the administered medication for some time after it has been given and report the effects to the parent via their communication book or verbally.
- If ambulance attention, transport or medical treatment is provided a parent and the principal must be notified as soon as possible.

Administration of Medication Procedure:

- Staff keep all medication in its original container, properly labelled and stored in the on top of the fridge or, (if refrigeration is needed), in the very back of the top shelf of the fridge.
- Check that the following forms are completed and signed by parent/caregiver before medication is administered: **Authorisation to Administer Medication Form, Medication Plan Form.**
- Record the date, time and dosage of medication administered and the record signed by the staff member administering the medication and the staff member witnessing the administration.

Parent/Guardians Responsibilities:

- Inform staff via enrolment process of any medical needs of the child. Provide written authorisation for emergency medical, hospital and ambulance services before the child commences preschool. If a child suffers from Asthma, Epilepsy, Diabetes or an Allergic reaction an emergency plan will need to be provided by the families' doctor before commencement of preschool.
- Ensure all medication is kept in its original container, properly labelled, has the appropriate instructions and has a current use by date.
- Complete and sign the appropriate form for their child: Authorisation to Administer Medication, Medication Plan Form or Action Plan appropriate to the condition.
- At the end of the child's session, sign their child's medication/treatment individual record sheet.
- Notify staff of a child's new medical condition.