**Medication Policy**

**Aim:** To ensure that medication is administered to the children in care, in accordance with Licensing Regulations.

The Centre’s Medication Form must be completed by a Parent or Guardian before medication will be administered to children enrolled at the Centre. All relevant details of the medication must be recorded as follows -

* The child’s name
* The authorisation to administer the medication signed by the Parent, or, authorised person to consent to the administration of medication, named on the child’s enrolment record.
* The name of the medication to be administered
* The time and date that the medication was last administered
* The time and date, or the circumstances under which, the medication should be next administered
* The dosage of the medication to be administered
* The manner in which the medication is to be administered.

If the medication is administered to the child, the following is to be recorded –

* The dose that was administered
* The manner in which the medication was administered
* The time and date the medication was administered
* The name and signature of the person who administered the medication
* The name and signature of the person who checked the medication

Medication must be administered

* If prescribed by a Registered Medical Practitioner, from its original container, bearing the original label with the name of the child, and the medication to be administered.
* From its original container, bearing the original label and instruction and before the expiry date or use by date
* In accordance with any instructions attached to the medication, or any verbal or written instructions provided by a medical practitioner.

Exception to Authorisation requirement.

Medication may be administered to a child without the Parent’s consent in the case of an Anaphylaxis or Asthma emergency. If medication is administered under these circumstances, the Nominated Supervisor must ensure that a Parent of the child or Emergency services is notified as soon as possible.

Nappy creams and gels, stingos, sun screen and insect repellent will be at the discretion of the Director or if a dated letter from an appropriate Medical professional is supplied. The parent will be asked to indicate their consent to the administration of the cream etc, by completing the appropriate form. The cream or gel will only be administered if it has been applied previously by the parent and the child has not experienced any adverse reaction.

A laminated red cross will be placed onto the ‘sign in’ book indicating to staff that medication is required to be administered that day. A staff member in the room will also wear a wrist band to serve as a reminder.

All medications are to be stored in the medication box in the kitchen cupboard or in the medication box in the kitchen fridge. Under no circumstances is the medication to be left in the child’s bag

Staff administering the medication must hold a current Senior First Aid Certificate.

Two staff members are to check the medication at the time of administration, as follows

* + 1. Right Medication
    2. Right time
    3. Right manner (external, internal, ear nose etc)
    4. Right amount (measuring spoon, cup or syringe)
    5. Right child

Over the counter or herbal medication will not be given unless accompanied by a dated letter from an appropriate Medical professional stating the name of the medication, child’s name, the reason for the medication, dosage, and current period of time that it is to be administered.

When a child is starting a course of antibiotics, they are not to attend the centre for the first 24 hours of the course. It is preferred that they also stay away for a further 24 hours (48 hours in total). Exceptions will be considered at the discretion of the Director e.g. for repeat courses.

Children on long term medications must have a letter from their doctor stating the reasons for the medication and the appropriate dosages. An updated letter is required every four months if the centre staff are to continue giving the medication. In addition, a Medication form supplied by the Centre must be filled out by the Parent. The Centre must be notified of any changes.

On arrival, parents are requested to indicate whether they have given their child any medication in the last 24 hours and why?

In the event of a medical incident i.e. Overdose, refer to the Action plan for a Medical Incident.

Reference – Education and Care Services National Regulations 2011.

Division 4 – Administration of Medication.

Approved – prior to 1994.

Amended - May 2002

November 2004 – Action plan added

Approved – February 2005

Amended – June 2007

February 2009

Reviewed – March 2011

June 2014

Amended – May 2015

Reviewed – February 2016.

Reviewed – March 2018