

Florey Preschool Health and Safety – Administering Medication - Procedures

The following procedures align to support the implementation of
Administration of prescribed medication, catheters and injections to students (1997)

Medication must be administered from the original container, bearing the original label with the name of the child (if prescribed by a medical practitioner), and within the used by or expiry date. Medication must be administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

Administration of medication for children who have a short-term illness:

- Parent/carer brings in prescription only medication to be administered to their child during the preschool day - the medication must have a prescription label stuck to the medication.
- Parent/carer completes the *Permission to Administer Medication* form.
- Staff administer medication, following the instructions on the prescription label that is attached to the medication. Two staff members will cross check the *Permission to Administer Medication* form with the details on the medication prescription label, cross checking:
 - The date on the medication
 - The child's name and date of birth
 - The use by date of the medication
 - Administration instructions, including amount given, time of day given and how it is given
- Staff complete the staff section of the *Permission to Administer Medication* form.

Procedures for administering medication on parent request for children who have an updated Emergency Treatment Plan:

- Staff administer medication as per the Management and Treatment Plan.
- Staff complete the *Permission to Administer Medication* form.
- Staff notify parent/carer by phone.

Emergencies

- In the case of an asthma or anaphylaxis emergency, medication can be administered to a child WITHOUT AN AUTHORISATION. The parent/carer and emergency services must be notified as soon as practicable.

- An educator can administer medication in an emergency situation when consent is given verbally by:

- a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- a registered medical practitioner or an emergency service worker if a parent or a person named in the enrolment record cannot be reasonably contacted in the circumstances.

Self-administration of medication

Children are NOT permitted to self-administer medication while at preschool.

Storage of medications

- Medication must be given directly to educators and not left in a child's bag.
- All prescribed medications must have the original pharmacist's label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
- All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.
- Medication required for Emergency Treatment Plans are kept in a box clearly labelled with the name and a photo of the child with First Aid Plan and medication dosage easily accessible.

Informing nominated supervisor, staff members and volunteers of medical conditions

Information regarding medical conditions must be located in a prominent area so that all staff members and volunteers have access to the information, particularly in emergency situations. It is the responsibility of all educators to ensure relief staff or volunteers are made aware of the location of this information.