

MEDICATION POLICY

AIM

To ensure the health needs and requirements of all children in care are supported

1. The medication must be prescribed by a registered health care provider and contained in the original container stating the name of the medication, date of dispense, date of expiry, child's name, dosage, frequency and route of administration.
2. A Medication Plan must be completed by a registered health care provider for all medications (this includes: antibiotics, teething gel, paracetamol, etc.). The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
3. All details on the centre Medication Form, situated in the child's room (this is in addition to the Medication Plan) must be filled in by the child's parent/guardian. It is important this form is completed or medication cannot be given. In addition, staff should be informed verbally or via communication sheet that medication is to be given.
4. Written and signed permission must be given by guardians for all medication. **Verbal permission will not be accepted.**
5. Any medication which specifies "3 times daily" will be administered at 6 hourly intervals. (i.e. at least 6 hours between doses).
6. All medication must be placed in the medication box located in the children's rooms in either

UNDER NO CIRCUMSTANCES IS MEDICATION TO BE LEFT IN A CHILD'S BAG.

7. The Centre will only administer prescribed paracetamol with written confirmation (Medication Plan) from the child's registered health care provider. The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
8. The medication container must have the name of the child and the dosage specified on the label. Educators will not administer a dosage which exceeds that specified on the label unless an authorisation is received. Siblings taking the same medication must have a letter from a registered health care provider stating exact dosage and times.
9. In the case of special medical needs (e.g. asthma and convulsions) the Director will request a signed Action Plan from a Medical Provider. Parents/caregivers may choose to keep medication at the Centre in the case of known conditions and allergies (e.g. bee stings, asthma). Action Plans will be reviewed periodically according to the Medical Providers instruction.
10. A child should not have the first dose of any medication including nappy cream at child care – if this is necessary, the parent will need to stay with the child at child care for at least 30 minutes after to be sure of no reaction.

Sources:

DECS website:

http://www.decd.sa.gov.au/speced2/files/pages/chess/hsp/Resource%20Index/Medication_management_May.pdf

Fever Women's and Children's Hospital Child and Youth Health Website www.cyh.com

11. In the case of a child's health deteriorating or a child's temperature reaching or exceeding 38 degrees, the centre will contact the emergency contacts and the child is to be picked up as soon as possible. While educators await collection, they will make the child as comfortable as possible and offer them reassurance and as much extra care as possible. In the case of a high temperature educators will undress them to allow for cooling (avoiding fans or draughts) and give them frequent sips of clear fluid.
12. **All medication will be checked by two educators before being administered, one of these staff will be a qualified staff member.**
Both educators are to check that the right child is receiving the correct medication, dosage at the correct time and sign the medication form immediately after administering the medication.
13. If your child requires nappy cream to be applied when in care you need to bring it in clearly named for the educators to apply during their care at il nido.

It is imperative that the centre be kept informed of any medical conditions that a child has or develops.

We believe that the best place for children when they are unwell is at home. It is generally recognised that if a child is too ill to participate in normal activities without additional care from educators, that the child should probably not be at child care and the centre will use its discretion in regard to exclusion.

If you require further information regarding any of our policies, go to www.decd.sa.gov.au

In accordance with Quality Area 2: Health and Safety

To safeguard and promote children's health and safety, minimise risks and protect children from harm, injury and infection. All children have the right to experience quality education and care in an environment that provides for their physical and psychological wellbeing and provides support for each child's growing competence, confidence and independence.

Element 2.1.1 Each child's health needs are supported

www.acecqa.gov.au

Reviewed: February 2017

Next Review: February 2018

Reviewed by: il nido Children's Centre

Sources:

DECS website:

*http://www.decd.sa.gov.au/speced2/files/pages/chess/hsp/Resource%20Index/Medication_management_May.pdf
Fever Women's and Children's Hospital Child and Youth Health Website www.cyh.com*