

Family Day Care

Administration of Medication Policy



Merri-bek
City Council

Section: 2 Children's Health and Safety

Policy ID Number: 2.15

Link to National Quality Standard: 2.1.2 2.2.1; 2.2.2, 7.1

Link to Education and Care Services National Regulation; r85; r86; r87; r 90; r91; r92; r93; r94; r95; r96 r98; r168

1 Policy Statement

Family Day Care will follow the legislative requirements to ensure that medication is administered to children in a safe and responsible manner. This will include always ensuring the safety of children and documenting all instances when medication is provided to a child.

2 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation, where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

To ensure that Educators can safely and effectively administer medication and meet children's health needs whilst in care.

To ensure that medication is stored and administered correctly and safely, and that children receive correct medications and dosages.

3 Procedures

3.1 General

- If a child is unwell the child should not attend care. If medication is required for a child, their parent/guardian should consider whether the child is well enough to be in care or not.
- There will be clear communication between the parent/guardian of the child, the Educator, and the Coordination Unit if required, about all medication to be administered during care.
- Parents/guardians must advise Educators if their child is on medication, even if no administration of medication is required during care, so that the Educator is aware of the child's current health issues.
- Children's privacy will be respected, and Educators and the Coordination Unit will adhere to any related Privacy Legislation.
- Educators will record all occurrences of a child's illness and health issues, including those which involve the child's diagnosis or use of their medication, on an Illness Record form, and medication provided on the authorised Medication form. These incidents will be reported to the Coordination Unit as soon as possible.
- All completed Medication Forms must be returned to the Coordination Unit for storing with the child's records.
- If the Educator has concerns about administering medication, they will discuss it with the parent/guardian and seek support from the Coordination Unit.
- If the Coordination Unit has concerns about the administration of medication, it will be discussed with the parent/guardian. The safety of the child will always be of the highest priority.



3.2 Medication Procedures

- Due to the possibility of side effects and allergic reactions, children must not be introduced to medication for the first time by an Educator while they are in care.
- All medication must be handed to the Educator on arrival for correct storage during the day. Medication must not be left in children's bags and must not be accessible to children. Educators will store medication as per directions on the packaging.
- All medication must be in the original container, bearing the original label with a clear use by date. If medication is out of date, it will not be administered, and the parent/guardian will be notified immediately.
 - All prescribed medication must be prescribed for the child by a registered medical practitioner and must state on the label the date of the prescription, child's name, dosage and administration timing.
 - Over the counter medications being authorised for use by the parents must have clear instruction for dosage on the label.
- Over the counter medications (e.g. pain relief such as Panadol or Nurofen or a decongestive such as Dimetapp or Demazin) that are required for longer than 48 hours will require written authorisation by a registered medical practitioner.
- All medications (prescription and over the counter) can only be administered to a child by an Educator when written authorisation has been provided on a Medication form by a parent/guardian or authorised nominee. The exceptions to this are:
 - Where children have a medical management plan Educators can administer medication according to the instructions on this plan if the child is showing symptoms as outlined on the plan. They will complete the medication form and have the parent sign this after administering the medication.
 - In emergency circumstances a parent, authorised nominee, registered medical practitioner or emergency services officer (e.g. ambulance officer) can verbally authorise administration of medication. The Educator will notify the parent as soon as possible and have them sign the medication form after the event.
 - Where a child is having difficulty breathing the Educator can administer asthma medication as per their Asthma Management training. The parent will be notified as soon as possible, and the Educator will provide a medication form for them to sign.
- The parent, guardian or authorised nominee must complete the medication form on arrival into care each day the child requires medication and verbally notify the Educator. The exception to this is ongoing use of medication (see below).
- The parent, guardian or authorised nominee will need to sign the Medication Form when collecting the child to acknowledge administration of the medication has occurred; regardless of being short- or long-term medication.

- When administering medication, the Educator will:
 - check the label of the medication for:
 - use by date (medication that is out of date will not be administered).
 - dosage, checking the label against the instructions written on the Medication form. The dose to be given must not exceed the instructions on the label of the medication. If the instructions on the Medication Form differ from the label, the Educator must contact the parent to discuss and the Coordination Unit if support is required.
 - In the case of prescription medication, the child's name.
 - Carefully measure the amount of medication required and support and supervise the child taking the medication.
 - Complete the Medication form and have the parent, guardian or authorised nominee sign it when collecting the child.
- The Educator and the parent/guardian will ensure that equipment is available to assist in the correct measuring and administration of medication.

3.3 Medication Required on an ongoing basis

- Any long-term use of medication must be authorised by a registered medical practitioner, except for sunscreen or over the counter skin creams.
- A Short- or Long-Term Medication Form needs to be authorised by the parent/guardian before any medication can be administered.
- The Coordination Unit must be notified by the Educator where a child requires medication on an on-going basis. A meeting will be held with parent/guardian, Educator and Coordination Unit Staff, where there is:
 - a medical action plan there will be a Medical Conditions Risk Minimisation Plan and Communication Plan completed.
 - ongoing medication, the long-term medication form and any other documents required will be completed.
- The Educator will record and notify the parent of any times and dates that the medication has been administered. This will be recorded on a Medication Form and the parent, guardian or authorised nominee will be required to sign this on collection of the child to acknowledge the medication has been administered.
- It is the parent's/guardian's responsibility to verbally inform the Educator on arrival that their child requires medication through the day.
- Educators will obtain signed parental permission for the administration of sunscreen and skin cream on the Short- or Long-Term Medication Form. The administration of this medication does not need recording daily.

3.4 Self-Administration of Asthma medication

- School aged children may self-administer Asthma medication under the following circumstances:
 - Written authorisation is provided by the parent/guardian to consent to the self-administration of asthma medication on the Risk Management and Communication Plan.
 - Asthma medication is to be provided to the Educator for safe storage, and they will provide the child access to the asthma medication when it is required.
 - The Educator will fully supervise the self-administration of the asthma medication and will document it on the Medication form.

4 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [National Quality Standards](#)
- [ACECQA](#)
- Educator Service Agreement
- Royal Children’s Hospital Kids Health Information Fact Sheet – Pain Relief for Children
- NPS Medicine Wise www.nps.org.au

Revision History

Date	Revision No.	Revision Section	Revision Description
December 2016	1.0	All	Initial Policy Release (creation date)
April 2021	2.0	All	Updated from old Policy to new format and current information.
November 2022	3.0	3.3 and 3.4	Updated the criteria
December 2023	4.0	All	Updated to reflect the councils name change.
January 2026	Next Review Date		