Administration Of Medication Policy

**POLICY STATEMENT:**

Waratah All Year Care ensures that all medication administered is done so by a qualified staff member and is according to the information on the medication, and family members / guardians directions and consent

All staff at Waratah All Year Care are trained in using an Epi Pen if required, All staff will do a refresher course in Epi Pen Training when due

With family member permission a child over Pre-school age can self administer medication providing the medication is recorded on the medication form or a letter has been provided to the centre detailing the dosage, medication and times. Once administered there will be a recording on the medication form and Daily Diary.

**CONSIDERATIONS:**

* Regulation 90 Medical conditions Policy
* Regulation 91 Medical conditions policy to be provided to family members
* Regulation 92 Medication Record
* Regulation 93 Administration of Medication
* Regulation 94 Exception to authorisation requirement – anaphylaxis or asthma emergency
* Regulation 95 Procedure for administration of medication
* Regulation 96 Self administration of medication
* Regulation 162 Health information to be kept in enrolment form
* Regulation 168 (2) (d) Policies and procedures are required in relation to dealing with medical conditions in children including the matters set out in regulation 90”
* National Standard 2

Element 2.1.1 Each child’s health needs are supported

2.3.2 Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented”

**PROCEDURE**

STAFF REQUIRED TO ADMINISTER

Medication will only be administered by a qualified staff if:

It is prescribed by a doctor and has the original label detailing the child’s name and required dosage

It is an over the counter medicine that has been authorised by the family member / guardian

The family member / guardian has completed and signed an authority to administer medication form

The medication has not exceeded its expiry date

The over the counter medication has not been administered to the child for more than three consecutive days

Medication must be handed to a staff member for correct storage. All medications are stored in an area inaccessible to children (Fridge or First Aid Cabinet)

Medication is only administered by a trained staff member

When giving medication, the expiry date, the dosage, name of medication, route of administration, the child’s name and the instructions, all need to be checked and then double checked by a second staff

Once the medication has been given, the medication form needs to be filled in and signed by the trained staff member who administered the medication and then the other staff member also needs to sign the medication form as a witness

When treatment of long term conditions such as asthma, ADD, ADHD and epilepsy are required to be administered, a permanent medication form may be completed. The child’s family member/ guardian must provide a letter from the child’s doctor or specialist detailing the condition, medication details and how the condition is to be managed

If the child is receiving medication at home but not at the centre it is advisable to inform the centre of the medication and it’s side effects

If a child is required to be over the counter medication for more than three days, then a doctors letter is required for the medication to continue to be administered by staff

If a child is having an anaphylactic shock and their airway / breathing is becoming difficult, a trained staff person will administer the Epi Pen, second staff member will be making emergency phone call to ambulance and then occupying remaining children. Staff will make a note of the time the Epi pen was given and ensure all relevant information is handed on to the ambulance personnel

CHILD CAN ADMINISTER THEIR OWN MEDICATION PROVIDED FAMILY MEMBERS HAS NOTED IT ON THE MEDICATION FORM OR BY LETTER GIVEN TO THE DIRECTOR

**DATE ENDORSED May 2015**

**DATE TO BE REVEIWED June 2018**

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| RISK ASSESSMENT | | | | |
| ACTIVITY / HAZARD IDENTIFIED | RISK ASSESSMENT  Before elimination/ control measures  (USE MATRIX) | ELIMINATION / CONTROL MEASURES | RISK ASSESSMENT  After elimination/ control measures  (USE MATRIX) | WHO AND WHEN |
| Medication left in children’s bags | Moderate | family members and children will be encouraged to place all medication under the care of the staff | Low | All Staff |
| Child receiving wrong medication / wrong child receiving medication | Low | family members will fill out medication form stating child’s name, dosage and time etc  Qualified staff administering medication will check form and get second staff to check details before administering medication | Low | All Staff |
| Child not receiving medication | Low | Staff will provide medication forms to family members, a nominated qualified on the day will ensure a reminder is in their phone for the medication, and ensure the child receives the medication and dosage on time | Low | Qualified staff |
| Medication is left at the centre at the end of the day | Low | Closing staff will ensure as soon as the medication is spotted, they will ring the family members / guardian to see if they would like to come back and collect it | Low | All Staff |

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| --- | --- | --- | --- |
| 1. **Risk Matrix** | | | |
| **Note:**  *Risk matrix does not fit all situations.*  *If in doubt, please contact*  *Leigh Metcalf 0414 535 685.* | | **CONSEQUENCES** | | | | |
| **MINIMAL**  No Injury  Minor impact | **MINOR**  First Aid  Events with no adverse effects | **MODERATE**  Medical Treatment required  Events with temporary adverse effects  Notify Regulatory Authorities | **MAJOR**  Extensive injury  Events with long-term effects  Notify Regulatory Authorities | **CATASTROPHIC**  Fatality or permanent disability  Event with major impact  Notify Regulatory Authorities |
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| **LIKELIHOOD** | **PROBABLE**  Is expected to occur in most circumstances | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |
| **LIKELY**  Will probably occur in many circumstances | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |
| **POSSIBLE**  Could occur at some time | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| **UNLIKELY**  Not expected to occur | LOW | LOW | MEDIUM | MEDIUM | HIGH |
| **IMPROBABLE**  May occur only in exceptional circumstances | LOW | LOW | LOW | MEDIUM | HIGH |