



Woolooware Outside School Hours Care

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MEDICATION POLICY

POLICY STATEMENT

Woolooware Outside School Hours aims to ensure the proper care and attention to all children through specific guidelines regarding use of medications.

To ensure the interests of staff, children and parents are not compromised, medication in its original packaging will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner.

To support children to take increasing responsibility for their own health and wellbeing specific consideration will also be given to children who are carrying medication in their school bags and whose parents have given written permission to self-medicate (My Time, Our Place 3.2).

For Educators to properly care for children the service has an expectation that parents will inform Educators if children are receiving medication at home or school, the nature and purpose of the medication and possible side effects it may have for the child. Educators will use this information to support the child's participation in the service (My Time, Our Place 4.3)

CONSIDERATIONS

National Law 167 (protection from Harm and hazard)

Education & Care Service National Regulations 92-96, 178, 181-184

National Standard 2: Element 2.1.1

My Time, Our Place Outcome 3 (2. Children take increasing responsibility for their own health and wellbeing)

PROCEDURES

Prescription and non-prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. All medication (prescribed and non-prescribed) will not be administered at the service unless authorised by a registered medical practitioner or naturopath.

- Medication will only be administered by a supervisor during service operating hours.
- Medication and permission for a child to self-medicate will be administered with the parent's/ guardian's written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- In the event of an emergency verbal consent is required to administer medication. The service will provide written notice to the parent as soon as practical after administration of the medication.
- No authorisation is required in the event of an asthma or anaphylaxis emergency. However, as soon as possible after that time the parent is notified and/or emergency services.
- Authorisation from anyone other than the parent/ guardian or medical practitioner cannot be accepted.



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- Parents and guardians who wish medication to be administered to their child or have their child self-administer medication at the service, will complete the medication form providing the following information;
 - Name of child
 - Name of medication
 - Date to be given
 - Dosage to be administered
 - Exact time to be given (General time, e.g. lunchtime will not be accepted.)
 - Where required, indicate if the child is allowed to administer the medication or the educator.
 - Signature of parent or guardian
- Medication must be given directly to a supervisor and not left in the child's bag. Educators will store the medication in the designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times. If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication. An exception to the procedure is applied for asthma medication in which case the child may carry their medication on their person with parental permission. Where the child carries their own asthma medication they should be encouraged to report to an educator their use of the puffer as soon as possible after administering. The service will maintain a record of this medication administration including time, educator advised and if the symptoms were relieved.

Administering Medication:

- Before medication is given to a child the certified supervisor (with current First Aid Certificate) who is administering the medication will verify the name of medication, date, time and correct dosage as per the medication form with another educator who will also witness the administration of the medication.
- If anyone other than the parent is bringing the child to the service, a written permission note from the parent, including the above information, must accompany the medication.
- Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name and with a current use by date. Non-prescription medication will not be administered at the service unless authorised by a doctor.
- Medication will only be administered by a certified supervisor during service operating hours.
- Medication and permission for a child to self-medicate will be administered with the parent's or guardian's written permission only, or with the verbal approval of a medical practitioner or parent in the case of an emergency.
- In the event of a possible emergency, verbal consent is required to administer the medication. The service will provide written notice to the parent as soon as possible after administration of the medication.
- No authorisation is required in the event of an asthma or anaphylaxis emergency. Immediately afterwards, the parents and/or emergency services will be contacted.
- Parents or guardians who wish medication to be administered to their child or have their child administer the medication at the service will complete the medication form providing the following information;
 - Name of child
 - Name of medication
 - Date to be given



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- Dosage to be administered
- Exact time to be given (General time, e.g. lunchtime will not be accepted.)
- Where required, indicate if the child is allowed to administer the medication or the educator.
- Signature of parent /guardian
- Medication must be given directly to an educator and not left in the child's bag. Educators will store the medication in a designated secure place, clearly labelled and ensure that medication is kept out of reach of children at all times.
- After the medication is given the supervisor will complete the medication form. Name and signature of person who administered and witness will be recorded.
- In a circumstance of child developing a fever of 38 Degrees or above, paracetamol will be administered, with verbal permission.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023