

## 2.1 Administration of Medication

MacKinnon Parade Children's Centre (MPCC) understands that in supporting the health and wellbeing of any child, that the use of medication may be required. Any medication to be administered must be done so in accordance with the terms of this policy to ensure the continuing health of the child and the child's safety and wellbeing.

MPCC adheres to the Government of South Australia Department of Health Guidelines to support safe and effective medication management practices in education and health services.

### **Purpose**

This policy covers the administration of both prescribed and non-prescribed medication at the service, including at times of offsite excursions and activities.

This policy applies to MPCC, educators, employees, students on placement, parents/guardians, children and others attending the programs and activities of MPCC.

### **Definition**

#### Medication

A pharmaceutical drug, also referred to as a medicine, used in the diagnosis, cure, treatment, or prevention of disease.

For the purposes of this policy any non-pharmaceutical oral, inhaled or topical treatment (other than that which is routinely used by the Centre) is to be considered a medication however all medication administered by MPCC employees must contain a pharmacy label with directions as per the Government of South Australia Department of Health Guidelines.

#### Medication Agreement Form

A document completed by the Child's Parent/Guardian (where the medication is not oxygen, insulin or pain relief) or a registered health professional (where the medication is oxygen insulin or regular pain relief) to authorise qualified first aiders to administer prescribed medication to a child at MPCC.

The Medication Agreement Form must match exactly the pharmacy label on the medication or medication will not be administered. The Medication Agreement form is available for download from:

<https://www.education.sa.gov.au/working-us/service-providers/health-care-plans-individual-care-information-health-professionals>

#### Medication Record

A MPCC document that contains details for each child to whom medication is to be administered by the service. This must include the child's name, signature of a parent or person authorising to administer medication, a record of the medication to be administered, including name, time, date, dosage, and manner of administration and signatures of both the person administering and witnessing the administration of the medication. The medication information must reflect that of the Medication Agreement form.

#### Health Care Plan

Health care plans, management plans, action plans and first aid plans are completed by treating health professionals to describe individual care recommendations.

When a child who attends MPCC has an existing medical condition that requires regular or planned medical treatment, an up to date Health Care Plan will be provided and followed as per the requirements of the Health Professional. Where a child has an identified medical/ health condition requiring medication, a Risk Minimisation and Communication Plan will be put in place.

Health Care Plans refer to, but are not limited to;

- Asthma Care Plans
- Anaphylaxis Care Plans,

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- Individual First Aid Plans
- Diabetes Care and Management Plans

All plans available can be viewed and downloaded from; <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>

Asthma and Anaphylaxis- A registered medical practitioner completes these health care plans and regularly reviews these plans. Children who have asthma and/or anaphylaxis will not be granted admission to attend unless they attend with their medication within the use by date or expiry date and required documentation. An Asthma Care Plan or Anaphylaxis Care Plan will act as the medication agreement form in the case that an asthma puffer or EpiPen® is required as an emergency response medicine.

### Risk Minimisation and Communication Plan

A plan to ensure that any risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised in children where an action plan and medication is required.

Where identified upon enrolment, children with medical conditions that pose a risk to the child's health and wellbeing complete a Risk Minimisation and Communication Plan in consultation with the enrolling adult, MPCC Management and key employees of MPCC. These plans will be kept in the room that the child attends and remain up to date with active communication logs.

### **Procedure for Administration of Medication**

Medication may only be administered in circumstances where a *Medication Agreement Form* and *Medication Record* has been completed or in the case that an asthma puffer or EpiPen® is required as an emergency response medicine.

- 1) Wash and dry hands thoroughly before administering any medication. If appropriate, gloves are recommended to be worn during preparation and administration.
- 2) Check the medication record to confirm child's name and date of birth who the medication is to be administered to, current date, and time to administer next dose, dosage to be administered and way of administering medication.
- 3) Check medication:
  - a. is in its original container supplied by the pharmacy, bearing the original pharmacy label with administration directions
  - b. is the correct medication, as listed in the medication record
  - c. has the child's name on it
  - d. dose as listed in the medication record
  - e. has not passed its expiry date
  - f. has been stored correctly \*parent/guardian is responsible for placing the medication in appropriate storage as per "storage" section below

### **Manner in which medication will be administered**

Medication will only be given

- Orally
- Aurally
- Inhaled
- Topically

### Person to administer Medication

At MPCC, all employed educators must hold a current First Aid certificate and CPR certificate. Two Educators are responsible for the process to administer medication to a child, one Educator must be a Diploma Qualified Educator or equivalent. The Diploma Qualified Educator will be the administrator of the medication (checking all details in accordance to the Medication Record), while the other Educator is the witness of the administration of the medication in reference to the Medication Record details.

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### Storage

The parent or guardian is required to place the medication in the appropriate location and inform either the Certified Supervisor or a Primary Educator in the room in which the child attends.

- All medication that is to be stored in the fridge will be stored; In a refrigerator that cannot be accessed by children; the Kitchen fridge or Room fridge.
- All medication that does not require refrigeration will be stored in the allocated, lockable Medication Cupboard in the room that the child attends.

### Responsibility of parent/guardian

- Work in consultation with MPCC staff to supply up to date Health Care Plans and complete the Risk Minimisation and Communication Plan if your child has an ongoing Medical Condition requiring medication. This is not required for short term medication requirements (e.g. ear infection, completion of a course of antibiotics)
- Ensure the Medication Agreement form has been completed, is true and matches the pharmacy label (an Asthma Care Plan or Anaphylaxis Care Plan will act as the medication agreement form in the case that an asthma puffer or EpiPen® is required as an emergency response medicine.)
- Medication and the Medication Agreement Form must be handed to the Certified Supervisor or a permanent Educator in your child's room in which they attend.
- Medication must never be left in a child's bag.
- Medication may be directly placed into one of the above storage locations; ensuring the appropriate Educator/ Supervisor is aware.
- Ensure the Medication is clearly labelled with the Prescription/ Pharmacy label intact.
- Upon collection, check the Medication Record to ensure the required amount was administered and the time, to ensure other administrations of medication (at home) are given at the correct time.
- Ensure Medication is taken home when your child is collected.

### Evaluation

In order to assess whether the values and purposes of the policy have been achieved, MPCC will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures annually or as required.

### Attachments

Risk Minimisation and Communication Plan- MPCC

Medication Record -MPCC

Medication Agreement Form- Department of Health (SA Health)

Health Care Plans, including;

Asthma Care Plan – Department of Health

Allergy / Anaphylaxis care plan – Department of Health

**Medication Agreement** forms are also available on request, in the office or from <https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>

### National Quality Standards (NQS)

<b>Standard 2.1</b>	<b>Each child's health and physical activity is supported and promoted.</b>	
Element 2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
Element 2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
Element 2.1.3	Healthy lifestyle	Healthy eating and physical activity is promoted and is appropriate for each child.
<b>Standard 2.2</b>	<b>Each child is protected.</b>	

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Element 2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
Element 2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
Element 2.2.3	Child protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

### Education and Care Services National Regulations

Regulation 92	Medication record	2.1.2
Regulation 93	Administration of medication	2.1.2
Regulation 94	Exception to authorisation requirement— <i>anaphylaxis or asthma emergency</i>	2.1.2
Regulation 95	Procedure for administration of medication	2.1.2
Regulation 96	Self-administration of medication	2.1.2

#### References:

<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/health-care-plans>

National Quality Standards- Quality Area 2

*Version 6, reviewed May 2021, July-October 2019, May 2018, March 2018, May 2017 May 2016*

*Originally created November 2013.*

#### Authorisation:

MPCC Board June 2021