

# **Yankalilla Community Children's Centre**

## **MEDICATION POLICY**

This policy will clearly define:

Procedures to be followed when a child requires medication while attending Yankalilla Community Children's Centre. The responsibilities of staff, parents/guardians concerning medication and administration of medication and the medication authority required.

The Yankalilla Community Children's Centre undertakes to administer medication to children only within strict guidelines.

### **Medical Conditions:**

Information on children's medical conditions (including asthma, allergies) will be collected on enrolment and recorded on the individual child's enrolment form and on a DECD "Health Support Plan". In addition, parents will be given the specific care plan ie asthma, allergy/anaphylaxis, modified diet, medical information, medication authority etc which they will need to have completed by a medical practitioner and promptly returned to the centre.

These plans must be updated every twelve months.

### **Medication Management**

The staff of the Yankalilla Community Children's Centre will only store and administer medication that has been prescribed for an individual child by an authorised prescriber. This ensures the medication is medically warranted. An authorised prescriber includes: a medical practitioner (GP or specialist), dentist, ophthalmologist, nurse practitioner or a pharmacist. The authorised prescriber should be encouraged to schedule medication outside of preschool /childcare hours wherever possible.

Analgesics (Panadol, Nurofen), cough syrups, teething gels, creams and other medications that can be purchased "over the counter" without a prescription, will also require a medication authority to be completed by an authorised prescriber. The only exception is Nappy Rash cream. Nappy rash cream can be applied by staff for a maximum of two days before a Medication Authority from an authorized prescriber must be provided. However, if the nappy rash cream is steroid based then a medication authority needs to be completed by and authorized prescriber. The prescribing health professional can issue a once-off order that can be used long term if appropriate.

If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and of any possible side effects it may have for the child.

All medications (that do not require refrigeration) and health care plans will be stored in the "Emergency Evacuation Kit Bag" located on the bench opposite the kitchen.

### **Asthma Medication**

The Yankalilla Community Children's Centre will have two fully stocked "Asthma Emergency Kits". One kit is to remain at the centre at all times and the other kit is to be taken on excursions. (See excursion policy). Each kit will contain a reliever medication (Ventolin), 2 masks, 2 spacers and an instruction kit. Masks and spacers are "single person use". When a spacer and mask are used from the kit, they can then only be used by that person. Used spacers or masks will either be disposed of, sent home with the child who used it or labeled and kept at the centre for future use by that child. A child's Asthma Care Plan may require a child to have their own medication /mask and spacer stored

long term at the centre. The medication and Asthma care plan will be stored in the "Emergency Evacuation Kit Bag" located on the bench opposite the kitchen.

### **Anaphylaxis Medication**

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. A child's Anaphylaxis Care Plan may require a child to have specific medication available at all times. For these children, parents/caregivers of the child will be required to ensure the centre has the required quantity of "indate" prescribed medication stored long term at the centre. This medication will be stored in our "Emergency Evacuation Kit Bag" located on the bench opposite the kitchen. The child's anaphylaxis medication will be taken by staff on all excursions.

### **For children who require medication during their time at the Centre:**

Please note:

- Staff cannot administer the first dose of a new medication if the child has never had the medication before. (First time medications need to be carefully monitored in case there is an allergic reaction or other side effects.)
- Staff are not permitted to administer invasive medications ie eye drops, ear drops, nose drops. Parents may choose to attend the centre to administer these medications or administer the medications when the child returns home.
- Prescription medication must be supplied in the original prescription bottle with the child's name, dosage and time to be given clearly recorded.

### **The following medication procedure will be followed by staff for the administration of medication.**

- a) Parent requests to staff member X that medication to be given to their child (child A)
- b) Staff member X fills in medication chart for parent. – checking that the medication is current, has been prescribed for child A and that the dosage and time for medication to be given is in accordance with the doctors instructions. The date of expiry must be checked.
- c) Parent signs medication form
- d) Staff member X writes "medication to be given" in comments section on sign in sheet next to child A's name
- e) Staff member X puts a masking tape label "medication due at ...." on child A's lunchbox.
- f) Staff member X puts medication in kitchen fridge (if required) or in the "Emergency Evacuation Kit Bag" located on the bench opposite the kitchen.
- g) Staff member X informs all other staff on duty in their team (Joeys / over 2's or Preschool) that Child A needs medication at .....
- h) Responsibility to give the medication is the staff member who puts the lunch box on the table.
- i) A staff member will prepare the dosage, according to the doctor's specifications. The dosage will be checked by a second staff member, who will also witness the administration of the medication. Both staff will sign the medication book.

NB: Medication can be given by any educator

Educators reserve the right to refuse to administer medications

## Medication Error

In the case of an error in the administration of medication the procedure is to:

- Monitor the child
- Ring the poisons information hotline
- Provide details of the medication and incident
- Act immediately on the advice
- Provide first aid support
- Notify the child's parent.
- If unable to contact parent notify the child's emergency contact person.
- Document the incident and actions
- Review procedures

Source:

Child Health and Education Support Services (2010) Medication Management [www.chess.sa.edu.au](http://www.chess.sa.edu.au)

Department for Education and Child development. *Healthcare plans and forms*. Accessed 8th August 2017 from

<http://www.sa.gov.au/topicvs/education-and-learning/health-wellbeing-and-special-needs/health-care-plans-and-forms>ECS (2006)

Asthma Foundation SA (2012) Newsletter for schools and preschools [asthmasa.org.au](http://asthmasa.org.au)

Policy Adopted: October 2006

Table 1: Revision Record – Started August 2017

<b>VERSION</b>	<b>APPROVAL DATE</b>	<b>NEXT REVIEW</b>	<b>REVISION DESCRIPTION</b>
1.1	July 2013	August 2017	
1.2	August 2017	May 2019	Very minor changes made in red