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Introduction

Purpose

Lake Macquarie Family Day Care recognises prescription or non-prescription medication and preparations may be required by children at the education and care service to support their health and wellbeing.

All medication must be administered as prescribed by medical practitioners or manufacturers instruction, and first aid guidelines. Incorrect or accidental dosing with medication and some supplements, or incorrect storage of medication can lead to medical emergency or death in young children.

Educators must store, administer, and dispose of medication in accordance with regulatory requirements.

Scope

This procedure outlines conditions for an educator to administer medication to a child while they are attending the education and care service. For managing medications associated with chronic medical conditions or health and care needs, please also refer to the 'Chronic medical condition or health care needs' Procedure.

Parents are responsible for supplying any medication that may need to be administered to their child while attending the service.

Procedure

Obtain authorisation	<p>Service will:</p> <ol style="list-style-type: none"> Obtain and keep name, address and contact details on the child enrolment record of <ul style="list-style-type: none"> of any person who is authorised to consent to medical treatment or to authorise administration of medication, <i>(Regulation 160)</i> any person who is to be notified in an emergency involving the child if a parent can not be immediately contacted <i>(Regulation 160)</i> the child's registered medical practitioner or medical service (if available) <i>(Regulation 162)</i> Obtain consent on the child's enrolment form for paracetamol to be administered in the even of an emergency if a child develops a high-fever of 38.5°C or higher (verbal consent must still be obtained prior to administering) 	
	<p>Educators may:</p> <ol style="list-style-type: none"> Decline care of a child who is ill or who has treatment needs the educator is unable, unwilling, or untrained to provide <p>Educators will:</p> <ol style="list-style-type: none"> Only give a child medication if <ul style="list-style-type: none"> written consent has been provided and completed in full with all details required by regulation, by the child's parent, or person authorised to give consent to administering medication <i>(Regulation 93, 160)</i> 	<p>Authorisation for paracetamol creams and lotions</p> <p>Parent authority medication and administration record</p>

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	<ul style="list-style-type: none"> - the medication has been approved by the child's Doctor, if the medication is part of a management plan for chronic illness <p>5. Obtain verbal consent before administering medication in the event of an emergency from</p> <ul style="list-style-type: none"> - a parent or person authorised to give consent to administering medication, or - if a parent or authorised person cannot be contacted, a registered medical practitioner or an emergency service <i>(Regulation 93)</i> <p>6. Only administer medication without prior authorisation or consent in an anaphylaxis or asthma emergency <i>(Regulation 94)</i></p>	<p>Medical conditions risk management and communication plan</p>
<p>Communicate with families</p>	<p>Educators will:</p> <p>7. Discuss the child's symptoms, medication, and treatment needs with the parent</p> <p>8. Discuss information about medication that has been administered with the parent at the end of each day.</p> <p>Parents will:</p> <p>9. Notify the office of any changes to contact details for any person they have authorised on their enrolment record</p> <p>10. Make sure the educator has up-to-date contact telephone numbers for themselves and the child's emergency contact person.</p> <p>11. Advise of any potential risks or side effects of their child's medications (including invasive medications and procedures) they are aware of</p> <p>12. Discuss their child's symptoms, medication, and treatment needs with the educator</p>	
<p>Store and handle medications safely</p>	<p>Educators will:</p> <p>13. Store medication in a locked container with the key kept in a separate location inaccessible to children, according to instructions supplied with the medication (eg, refrigerated) including when on excursions.</p> <p>14. Ensure other children in care cannot access medication or equipment used unsupervised</p> <p>15. Implement appropriate safety and hygiene measures before and after giving medication to the child, (e.g. hand washing, cleaning and disinfecting of equipment and benches, appropriate disposal of soiled or contaminated waste and sharps)</p> <p>Parents will:</p> <p>16. Supply any medication that may be required by their child while in care (excepting first aid and routine-care preparations as may be agreed with the Educator)</p>	

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	<p>17. Make sure medication is correctly labelled and packaged and is appropriate for the child.</p> <p>18. Hand all medication to the educator on arrival at the residence or venue, and never leave medication in a child's bag.</p>	
<p>Administering medication</p>	<p>Educators will:</p> <p>19. Only administer any invasive medication or treatment if they have received appropriate training from a registered training organisation, the child's doctor or another health professional, (e.g. community nurse, pharmacist)</p> <p>20. Only administer medication</p> <ul style="list-style-type: none"> - (if prescribed by a medical practitioner) from its original container bearing the original label with the name of the child to whom the medication is to be administered, and before the expiry or use-by date; or - from its original container bearing the original label and instructions and before the expiry or use-by date - that is appropriate for the age and condition of the child <i>(Regulation 95)</i> <p>21. Ask parents to supply an English translation from a medical practitioner for any instructions written in a language other than English.</p> <p>22. Only administer medication if instructions provided in the authorisation/consent form are consistent with the instructions (as relevant)</p> <ul style="list-style-type: none"> - attached to the medication by the manufacturer, - provided in writing by the child's medical practitioner, - provided verbally by the child's medical practitioner or emergency services in an emergency <i>(Regulation 95),</i> - outlined in a child's documented medical condition or health care need plan, and any emergency plans associated with this <p>23. Only allow a child to self-administer medication if;</p> <ul style="list-style-type: none"> - the child is school-age, and - authorisation is given in writing for the child to self-administer their medication <i>(Regulation 96)</i> <p>24. Closely supervise a child during and after medication is given to ensure:</p> <ul style="list-style-type: none"> - the child accepts the medication correctly (e.g. swallows), or correctly self-administers the medication, where appropriate - the child does not experience adverse reaction to the medication <p>25. Protect the dignity and privacy of a child as appropriate while administering medication</p>	<p>NSW Anaphylaxis Education Program (NSW AEP) Factsheet</p> <p>- Anapen® and EpiPen® recommendations</p> <p>ASCIA resources and materials – action plans and first aid plans</p> <p>Asthma action plan library – National Asthma Council Australia</p>

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<p>Keep records</p>	<p>Educator will:</p> <p>26. Record details each time when medication is administered to a child, in accordance with the regulatory requirements, on the written authority (<i>Regulation 92</i>)</p> <p>27. Update relevant information on a child’s Medical conditions risk management and communication plan at regular intervals when medication is administered</p> <p>28. Take reasonable steps to ensure that medication records are maintained accurately and confidentially</p>	
<p>Notifications</p>	<p>Educator will:</p> <p>29. Notify a parent of the child and emergency services as soon as practicable if medication is administered without prior authorisation for an asthma or anaphylaxis emergency (regulation 94)</p> <p>30. Complete an incident record and submit this to the Service if medication needs to be administered in an emergency situation</p>	<p>Incident injury trauma illness record</p>

Review and evaluation

This procedure will be reviewed at least every 3 years, or as prompted by changes to applicable legislative requirements or quality recommendations by recognised authorities.

Advice from the National Health and Medical Research Council (NHMRC - Staying Healthy in Child Care), and Community Early Learning Australia (CELA) has been considered in developing this procedure.

Families, educators and coordinators are essential stakeholders in the policy and procedure review process and encouraged to be actively involved in its review. All documents are available on Council website - Family Day Care Procedures.

WHS Management System Information

Record Keeping Requirements

Records associated with, and generated in compliance with this document include:-

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All records will be managed in accordance with **WHS Module 10 - Records**.

Training Requirements

Specific training required to carry out the requirements of this document includes:-

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Training requirements will be managed in accordance with **WHS Module 12 – Training**.

Auditing Requirements

Auditing of this process will be managed in accordance with **WHS Module 11 – Auditing**.

Corrective Actions

Corrective actions are to be managed in accordance with **WHS Module 09 – Corrective Actions** whenever it is identified that the requirements of this document and its references are not being met.

Review

This document will be reviewed in accordance with **WHS Module 04 – Document Control** and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

Responsibilities, Authorities & Accountabilities

Responsibility, authority, and accountabilities for all positions within Council are outlined in **WHS Module 01 – WHS Responsibilities** and in the **WHS Responsibilities, Authorities and Accountabilities (RAA) Table** associated with **WHS Module 01**. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

In addition to **WHS Module 01 – WHS Responsibilities**, the following positions have responsibilities, authorities and accountabilities associated with this document:

Position	Responsibilities, Authorities & Accountabilities

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276	TRIM Record No:	D10373422
Audience:	Departmental - Family Day Care Staff Educators and Stakeholders		
Department:	Community Partnerships	Officer:	Service Manager Family Day Care - Kim Hartmann
Key focus area(s):			
Review Timeframe: Max < 4 years	3 years	Next Scheduled Review Date:	November 2024
Authorisation:	Manager Community Partnerships - Andrew Bryant - 3 December 2021		
Authorisation Date:	3 December 2021		

Related Document Information, Standards & References

Related Legislation:	Work Health & Safety Children (Education and Care Services) National Law (NSW) Education and Care Services National Regulations Privacy & Personal Information Protection Act, (NSW), 1998	
Related Policies:		
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Parent Authority – Medication – and administration record Authorisation for Creams & Lotions Chronic Illness Management Plan and Risk Minimisation and Communication Plan Emergency, Evacuation, Incident, Injury, Trauma and Illness Procedure	
Standards, COP's & Other References	Best Practice Guidelines for anaphylaxis prevention and management in children's education and care services – National Allergy Strategy Staying Healthy: preventing infectious diseases in early childhood education and care services – National Health and Medical Research Council	

Definitions

Term / Abbreviation	Definition
Nominated Supervisor	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.

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Educator	<p>(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and</p> <p>(b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator</p> <p>(c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours</p>
Medication	any substance or preparation prescribed by a medical practitioner, homeopath, naturopath, herbalist, or obtained from a pharmacy or other outlet to prevent or manage a child's illness or treat an allergy or other condition. Medication includes substances and preparations used externally, internally and invasive medication or procedures, (e.g. suppositories, peccaries, injections, catheter, or intravenous drip medication).
Parent	The parent of a child registered for care with Lake Macquarie Family Day Care and includes: (a) guardian of the child, and/or (b) a person who has the custody of the child.
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
Service	Lake Macquarie Family Day Care Coordination Unit
Service	An education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care
The National Quality Framework	Includes: <ul style="list-style-type: none"> • a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations and Education and Care Services national Amendment Regulations 2014 • a National Quality Standard • an assessment and rating system • a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. • The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations LMCC Safety Management System Information

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care staff, educators and stakeholders
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Version History

Version	Date	Modified By	Details and Comments
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No	Changed		
2	13/3/2006	J. Wade	Updated reference to Children's Services Regulations 2004, include reference to relief educator in definitions
3	13/11/2008	J. Wade	Update references and attachments
4	20/10/2010	J. Morgan	Updated reference Carer to Educator
5	7/12/2011	S. Vickers	Updated reference of Children's Services Regulation 2004 and amendment 2010 to The National Quality Framework, OH&S to Work Health and Safety, home to residence or venue, first aid & illness to chronic illness, Accident, Emergency and Sudden Illness procedure to Incident, Injury, Trauma and Illness Procedure, childcare to education and care, added definitions of The National Quality Framework and Work Health and Safety, updated definition of Authorised Supervisor, updated reference of Accident, Emergency & Sudden Illness to Incident, Injury, Trauma & Illness
6	30/07/2012	J. Morgan	Updated reference Incident, Injury, Trauma & Illness Procedure to Emergency, Evacuation, Incident, Injury, Trauma & Illness Procedure. Update Scheme to Service
7	13/08/2014	J Morgan	Updated references to legislation
8	10/05/2015	J Morgan	Reference to administration of medication without authorisation for emergency life threatening situation such as anaphylaxis or asthma (refer Regulation 94 Exception to authorisation requirement)
9	13/08/2018	J Morgan	Inclusion of the Risk minimisation and communication form
10	17/11/2021	K Hartmann	Re-formatted in to authorisation, communication, storage and safety, administration, records, and notification responsibilities. Referenced information to relevant ECEC regulation. Linked relevant documents , including updated anaphylaxis guidelines, in the body to support practice. Addition of requirement for instructions to be provided in English (translated if necessary).