



Medicine Administration Policy

Rationale:

The Centre will keep a register to record details of all medicine (whether prescription or non-prescription) given to children at the Centre, the occasions on which it was administered, who administered it and by whose authority, dose and if it is regular or one off.

Guidelines:

1. A general authority to administer medicine to the child is included in the Centre enrolment form, and must be signed by the parent as part of the enrolment procedure.
2. The Centre will keep a record of all medicines to be administered to a child at the Centre. These will be displayed on the fridge as they are being used, given to administration, then filed away in the Medicines Record box as they are finished with.
3. The following information is to be recorded on the Medicines Record:
 - a. The name of the child
 - b. The type of medicine/name
 - c. The dosage to be administered
 - d. The frequency/when it is due
 - e. The parents signature
 - f. The time the medicine is administered will be recorded each time by a staff member as well as;
 - g. The signature of the staff member who administered it.
 - h. The name or signature of a person witnessing the administration.
 - i. Evidence of parental acknowledgement after administration
4. On request of a parent for staff to administer medicine, the staff member will ensure that the correct details are recorded on the Medicine Administration sheet and that the parent signs it. The information kept is to be updated daily by staff/ as medication is administered.
5. On receipt of the medicine container, the staff member will check and verify the type of medicine, dosage, frequency (matches the medicine administration form) and if a prescription medicine, the name on the label and the 'use by date'. Prescription medicine will not be accepted for a child, if it is not their name on the container or if the 'use by date' has expired.
6. Non prescription medicines (for example: Bonjela) will only be administered at the dosage and frequency stated on the bottle/package.

Procedure for Administering Medicine:

1. The Persons Responsible or a person specifically trained and nominated by them are authorised to administer medicines and make entries on the Medicine Administration sheets.
2. No child shall be given medicine unless there is a record entered in the medicine register which specifies the details (stated in clause 2 of this policy statement) and/or it has been clearly authorised by the parent.
3. No child shall be given medicine unless the staff member has first checked the record to ensure that they administer the correct type and dosage of medicine to the right child. Medicine will only be administered to the child in the presence of another staff member who will verify the correct type and dosage of medicine is being given.
4. Each occasion, on which medicine is administered, the staff member will ensure the details (specified under 3) are accurately recorded in the medicine record.
5. The Person Responsible will ensure that all medicines are labeled (where possible with the name of the child) and stored (and returned after use) in accordance with the directions (which may be refrigerated) and in a place where children cannot access them.
6. Medication will be signed out at the end of each day, when a parent or caregiver takes it home. This ensures a) the parent/caregiver acknowledges the child has had their medication and b) that they have taken it home.

Statutory Source:

Licensing criteria for centre-based ECE services, HS28 Medicine Administration; HS29 Medicine Training