



Medication Administration Procedure

This procedure should be read in conjunction with the 'Medical Conditions and Medication Policy'.

Receiving Medication for Administration

1. In the event that medication is provided by a parent or other person nominated in the child's enrolment form as authorised to do so, all medication must be given directly to a Supervisor, and must meet the following conditions.
 - a. Prescribed medication:
 - i. prescribed by a registered medical practitioner,
 - ii. from its **original container**,
 - iii. bearing the **original label with the name of the child** to whom the medication is to be administered, and
 - iv. **before the expiry date** or use by date.
 - **OR** -----
 - b. Any other medication:
 - i. from its **original container**,
 - ii. bearing the **original label and instructions**, and
 - iii. **before the expiry date** or use by date.
2. Additionally, a Medication Authority Form must be completed and signed by the parent or other person nominated in the child's enrolment form as authorised to do so upon presenting the medication and must match the instructions given by the medical practitioner or on the medication packaging. This form details the entire daily schedule for administration of the medication including times when administration may be completed by the parent or school and must be completed in full.
3. The parent acknowledges that they will immediately contact the service if they become aware that the medication has been administered outside of the schedule provided.
4. Any communication received from a parent regarding changes to or ceasing administering a medication, will be documented on the relevant Medication Administration Record and actioned as required.

Self-Administration by a Child

1. Self-administration may be permitted in certain circumstances where the risk warrants it.
2. During the risk minimisation process for a given medical condition, when deciding if the risk warrants the child needing to self-administer medication, considerations will be given to:
 - a. the Medical Management Plan or Action Plan supplied by the doctor accurately describing the severity of the condition and the treatment required
 - b. the risks to the child

- c. the concerns of the parent
 - d. the potential risks to other children and staff
3. The risk will be assessed by the Centre Manager in consultation with the General Manager or Compliance Manager and a determination will be made as to whether self-administration is warranted in this situation.
4. An Authorisation for Self-Administration Form must be completed and signed by the parent or other person nominated in the child's enrolment form as authorised to do so.
5. Individual processes for the self-administration including whether or not documentation is required, will be determined in the Risk Minimisation Plan

Administering Medication to a Child (Non-Emergency)

1. In a non-emergency situation, medication must only be administered to a child where written authorisation has been given via the Medication Authority Form.
2. Staff collect the Medication Folder, child's medication, the child, and a witness, and finds a suitable place to administer the medication.
3. The staff and witness verify the child's identity, complete the Medication Administration Record (ensuring to check all details including any communications noted on the form), and administer the medication.

Administering Medication to a Child (Emergency)

1. In an Asthma or Anaphylaxis emergency, Ventolin or an EpiPen may be administered without any written or verbal authorisation.
2. Any other emergency or for the use of any other medication, verbal authorisation is required in the following in order of preference:
 - a. A parent
 - b. Other person listed as authorised in the child's enrolment record
 - c. Medical Practitioner or Emergency Services
3. If the emergency is in relation to a child with an existing medical condition, the child's Emergency Action Plan will be followed.
4. Emergency services will be called and will direct further actions to be taken. Ensure they are notified of any actions already taken or medication already administered. If an ambulance is required, the Ambulance Action Procedure will be followed.
5. Details of the medication administration will be recorded in either the incident, illness and trauma form completed for the incident or a medication administration record, detailing the medication name, date, time, method of administration and dosage given, and signed by the staff member who administered the medication and a witness.



6. After medication is administered the Supervisor or Centre Manager must notify the parent of the child and emergency services as soon as practicable.

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version 3

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