**Hendon Preschool**

**Administration of Authorised**

**Medication Policy**

**NQS**

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| QA2 | 2.1.2 | Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented. |
| 2.2.1 | Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |

**National Regulations**

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| Regs | 90 | Medical conditions policy |
| 91 | Medical conditions policy to be provided to parents |
| 92 | Medication record |
| 93 | Administration of medication |
| 94 | Exception to authorisation requirement - anaphylaxis or asthma emergency |
| 95 | Procedure for administration of medication |
| 96 | Self-administration of medication |

**Aim**Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of every child.

**Implementation**

Parents/caregivers (and a medical practitioner for controlled medication) must complete the Medication Agreement form before any medication (including items bought over the counter) can be administered at the Preschool *(except for an emergency response for asthma or Epi pen).*

**Administration of Medication (Non-Emergency)**

Educators will administer medication to a child if it complies with our policy requirements and:

* if the medication is authorised in writing by a parent or another authorised person and
  + is in the original container
  + has not expired
  + has an original label and instructions that can be clearly read and, if prescribed by a doctor, has the child’s name
  + Is administered in accordance with any instructions on the label or from the doctor.
* The child’s identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.
* Medication must not be left in the child’s bag and must be handed to an educator at the beginning of each session.
* A **first dose** of antibiotics/medication cannot be administered at the preschool in case of an adverse reaction.

*We only accept written authorisations to administer* *Over-the-Counter medication, including medication like Ibuprofen, paracetamol and antihistamine.*

**Administration of Medication during Anaphylaxis or Asthma Emergencies**

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child’s parent/guardian and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child’s parent/guardian in writing as soon as possible.
5. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

**Individual Health Care Plans**

Hendon Preschool must receive details of individual care recommendations for any child with an identified health condition that may need intervention. This may include Health Support Agreement, Safety and Risk Management Plans, Individual First Aid Plans and/or Medication Agreements, documented by a health care professional. These plans and agreements provide details of emergency and routine health and personal care support.

**Health Support Agreement**

When a child requires health support, the family and the Preschool must develop a Health Support Agreement that outlines how the site will meet the requirement of the Health Care Plan. The Health Support Agreement will identify site specific management and emergency response strategies and level of care needed.

**Records**

Educators will record any medication given on a Medication Log. This includes date, time, medication, dosage, given by and observed by.

A Medical Conditions Communication plan is available to document any communication with families.

These guidelines have been developed in line with the following;

* Department for Education - First Aid and Infection Control Standard
* Department for Education - Medication management in education and care services
* SA Health - [Exclusion from childcare, preschool, school and work | SA Health](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/exclusion+from+childcare+preschool+school+and+work)

**Monitoring, Evaluation and Review**

This policy has been developed by Hendon Preschool educators. It will be reviewed annually or earlier if required by;

Our governing council committee

All employees at Hendon Preschool

Date developed - 30/04/2024