

Coota Gulla Preschool Procedures



Administration of Medication

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
<u>2.1</u>	<u>92</u> <u>93</u> <u>94</u>	<ul style="list-style-type: none"> <u>Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy</u>
Next Review Date:		18/11/22

Coota Gulla Preschool follows the Department's *Student Health in NSW Public Schools* policy for administering medication to children. (The policy states that the school (including the Preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.)

Preschool educators are trained to give prescribed medication to children in non-emergency situations. In their absence, there are a number of staff, school-wide, who are trained and can be called upon to administer medication, including the office staff, the majority of School Learning Support Officers and some teachers.

In general, we do not give medication which has not been specifically requested by a medical practitioner for an individual child, for a specific condition.

However, in some cases, the medical practitioner may prescribe an over-the-counter medication. If so, staff follow the same procedures as for 'prescribed medications'. Parents must complete and sign a Request for Administering Prescribed Medication form, available at: <http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf>.

Completed documentation is safely stored in a locked filing cabinet in the Coota Gulla Preschool office.

Regular medications and accompanying Health Care Plans, including child's photo, are kept in the First Aid Bag. Additionally, a photograph of each child, who takes regular medication/s, is located in the preschool office and include medical details and emergency procedures. Finally, lanyards are given to teachers on duty/casuals, which contain information of children on medication or with other health concerns.

In the case of asthma or anaphylaxis, emergency medication will be administered without parental consent.

The following procedures apply to giving medication: -

- On arrival, parents give the child's medication to a staff member for safe storage.
- All non-emergency medication is to be stored in a locked container in the first aid bag or refrigerator, if applicable, out of reach of children.
- Medication must be in its original packaging with the pharmacy label which states the child's name, dosage instructions and current use-by date. Medication without this labelling must not be given.
- When a staff member administers medication to a child, the staff member records this and another member of staff verifies that the medication was administered as prescribed. **The record must**

include the name of the medication, the date, time and dosage given and the names and signatures of staff members who administered and verified the medication. This is to be made available to parents for confirmation. This is also recorded and communicated to families using the communication plan.

- Permission forms to give medication for a prolonged period must be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan.
- Parents are encouraged to advise if a child is on medication, even when it is not given at the preschool.
- All medication forms are kept in the school until the child reaches the age of 25 years.
- There may be times when emergency medication needs to be given to children in the preschool. This must be documented in the Individual Health Care Plan (particularly for conditions such as anaphylaxis). If an emergency occurs that has not been documented in the emergency response section of the Individual Health Care Plan, preschool staff will provide a general emergency response which may involve calling an ambulance.