

Administration of Medication



Policy

Staff at this Centre will administer medication hygienically and correctly.

Background

Medications are drugs. They are used for treating sick people and in disease conditions to affect a cure. The administration of a medicine is a common but important clinical procedure. It is the manner in which a medicine is administered that will determine to some extent whether or not the patient gains any clinical benefit, and whether they suffer any adverse effect from their medicines. Thus, Janelle Street Centre will comply with the Education and Care Services National Regulations 2011, Division 4, Clauses 92 to 96.

Practices

Educators will only administer medication prescribed by a doctor to a child if it contains the following information:

- Name of medication.
- Child's full name
- Doctor's name.
- Date and dosage to be administered.
- Medication is in its original container

On arrival at the Centre the family must fill out a medication form with the following information:

- The child's full name
- Medication name
- Date and time required
- Time of last dose.
- Parent's signature giving permission to educators to administer the medication.

Educators' Responsibilities:

- An educator and one witness will need to sign when administering medication and check dosage is correct, being given to correct child at correct time and the use by date has not passed.
- Medication is to be stored in a child proof container away from children if it does not need to be refrigerated. If refrigeration is required, it will be stored in a child proof container in the child's room in the refrigerator ensuring the child locks are on and working at all times.
- At no time is medication to be left in a child's bag.
- If a parent does not sign for medication and wants it administered this can be done through an electronic method stating all the above criteria and signed by the parent or guardian. This must be placed in the medication folder and signed by two educators.

Sources

- www.raisingchildren.net.au (accessed October 25, 2023)
- Education and Care Services National Regulations 2011
- Christie, T. (2006) The Essential ECE Handbook

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