

# NSK and NCC OSHC Administration of Medication Policy

<b>Purpose:</b>	The purpose of this policy is help provide a safe and healthy environment at Next Steps Kindy and Northside Christian College Outside School Hours Care by appropriately managing the administration of medication to children at the service	
<b>Scope:</b>	Children attending the service, parents and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> NSK Administration of Authorised Medication Policy and NCC Medication Policy
<b>Authorised by:</b>	NSK and NCC OSHC Board	<b>Date of Authorisation:</b> 13 Jun 2018
<b>References:</b>	<ul style="list-style-type: none"> <li>• <u><i>Education and Care Services National Law Act 2010</i></u></li> <li>• <u><i>Education and Care Services National Regulations 2011</i></u>: Regulations 92, 93, 94, 95, 96, 160, 161, 162, 170, 171, 172, 177, 181, 183, 184</li> <li>• <u><i>National Quality Standard</i></u>: Quality Area 2.1.1</li> </ul>	
<b>Review Date:</b>	Every 2 years	<b>Next Review Date:</b> 2020
<b>Policy Owner:</b>	Emma Thomas and Rachel Moore	

## Policy Statement

Next Steps Kindy and Northside Christian College Outside School Hours Care are committed to the health and safety of children attending the service. The service will appropriately administer medication to children enrolled at the service to ensure that they have access to a reasonable standard of support for their health needs whilst attending the service.

In accordance with the *Education and Care Services National Regulations 2011*, the service will:

1. Ensure that parents provide any medication that the service may be required to administer to a child, in accordance with the child's medical management plan and the NSK and NCC OSHC Medical Condition Management Policy.
2. Ensure that medication is not administered to a child being educated and cared for by the service unless:
  - a. that administration is authorised; or
  - b. the administration is due to a case of an anaphylaxis or asthma emergency; and
  - c. the medication is administered in accordance with this Policy and the related NSK and NCC OSHC Administration of Medication Procedures.
3. Consider the administration of medication as authorised if:
  - a. it is recorded in the Medication Record for that child; or
  - b. in the case of an emergency, authorisation is given verbally by:
    - i. a parent or a person named in the child's enrolment record as authorised to consent to administration of medication; or
    - ii. if a parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service.
4. Allow medication to be administered to a child without an authorisation in case of an anaphylaxis or asthma emergency. In this case, the service will ensure that the following are notified as soon as practicable:
  - a. a parent of the child; and
  - b. emergency services.
5. Store medication as follows:
  - a. all non-emergency medication will be stored in a non-portable, secure storage space reserved for medications only, with authorised access only; and
  - b. all emergency medication will be stored in a safe, unlocked location where it is easily accessible to authorised employees.
6. Provide relevant staff with access to appropriate training to ensure that any medication is administered safely and correctly, in accordance with a child's medical management plan.

## Medication Record

NSK and NCC OSHC will ensure that a Medication Record is kept for each child to whom medication is to be administered by the service. The details to be recorded in the Medication Record are:

1. the name of the child
2. the authorisation to administer medication, signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication

3. the name of the medication to be administered
4. the dosage of the medication to be administered
5. the manner in which the medication is to be administered
6. the time and date the medication is to be administered.

If/when the medication is administered to the child, the Medication Record will contain the following details:

1. the dosage that was administered
2. the manner in which the medication was administered
3. the time and date the medication was administered
4. the time and date, or the circumstances under which, the medication should be next administered
5. the name and signature of the person who administered the medication
6. the name and signature of another employee who checked the dosage and administration.

Medication Records will be updated whenever the service is advised of a change in a child's medication by their parent, or at least annually.

### **Definitions**

Definitions relevant to this policy include:

**Medication (prescribed):** means medicine within the meaning of the *Therapeutic Goods Act 1989* (Cth); that is:

- a. Authorised by a health care professional; and
- b. Dispensed by a health care professional with a printed label that includes the name of the medication, the name of the child being prescribed the medication, the medication dosage and manner, and expiry date

**Medication (non-prescribed):** over-the-counter medication, including vitamins and cultural herbs or homeopathic medication that may have been recommended by an alternative health care professional

### **Responsibilities**

#### **Next Steps Kindy and Northside Christian College Outside School Hours Care**

NSK and NCC OSHC has the following role and responsibilities:

- Ensure that the commitments in this Policy Statement are adhered to, particularly with regard to administering medication when authorised and according to the process outlined in this Policy and the related Administration of Medication Procedure;
- Store all medication securely;
- Ensure that appropriate levels of training are provided for relevant staff in administering medication or according to a child's medical management plan; and
- Keep appropriate Medication Records, and update them as required or at least annually.

### **Employees**

Employees of NSK and NCC OSHC have the following role and responsibilities:

- Administer medication in line with this Policy and the related Administration of Medication Procedure;
- Ensure that medications are stored securely;
- Attend any training required by NSK and NCC OSHC to enable them to safely administer medication; and
- Keep and maintain appropriate Medication Records.

### **Families**

Families of NSK and NCC OSHC have the following role and responsibilities:

- Be aware of and act in accordance with this Policy and the related Administration of Medication Procedure;
- Provide NSK and NCC OSHC with any medication the service may be required to administer to the child, in accordance with the child's medical management plan and the NSK and NCC OSHC Medical Condition Management Policy;
- Ensure that medication provided to NSK and NCC OSHC is within its expiry date, and safely collect and remove from the service any medication once expired, and at the end of the year;
- Assist in the keeping of an appropriate Medication Record for their child; and
- Provide NSK and NCC OSHC with any updated information or changes to their child's medication as soon as reasonably practicable, or when requested by the service at least annually.

### **Implementation**

In practice, NSK and NCC OSHC commitment to safely administering medication means that it will implement the following measures:

- Awareness – regularly raise awareness of the importance of safely administering medication, including the development and implementation of this Policy and the related Procedures.
- Training – provide relevant employees with access to appropriate training in administering medication, including emergency medication.
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on the administration of medication within the service in line with the service's Medical Condition Management, Incident, Injury and Trauma, Illness, First Aid, Privacy and Record Retention Policies.

### **Compliance and Monitoring**

In line with the *Education and Care Service National Regulations 2011*, <<ECEC Service Name>> will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families; and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's

provision of education and care to any child enrolled at the service or the family's ability to utilise the service.