

Elizabeth Vale Preschool Medication Management Policy and Procedure



National Quality Standard: QA 2.1

Education and Care Services National Regulations 2015: Regulations 90-96 162 168 (2) (d)

Rationale

The Elizabeth Vale Preschool is committed to providing a safe and healthy environment for all children, families, staff and volunteers participating in the program. This includes ensuring the safe and appropriate administration of medication in accordance with legislative requirements and the child's individual Health Care Plan, Safety and Risk Management Plan, and Medication Agreements. Elizabeth Vale Preschool recognises that children that are sick or unwell are best cared for at home as this will stop the spread of infection, and provide the child with one to one care in the management of their illness.

1. TITLE

Elizabeth Vale Preschool Medication Management Policy and Procedure

2. PURPOSE

The purpose of the Medication Management policy and procedure is to ensure all staff members consistently manage medication in accordance with Department for Education policies and procedures; and provides direction for all staff working in education and care settings around the planning and administration of medication for young children.

3. SCOPE

The Elizabeth Preschool Medication Management policy and procedure applies to all families who attend the preschool, and all educators and volunteers. This policy will be shared with all new staff and families and is available on the website and in the Preschool Policies Folder.

4. OBJECTIVES

The Elizabeth Vale Preschool acknowledges that educators are not Health Care Professionals. Parents are encouraged to administer prescription medication where possible at home either before or after the child attends the preschool. For example, medication that requires administration three times per day can be administered from home outside of preschool hours (in the morning, after preschool and in the evening). Children who are not well in the morning should be kept at home. If a child becomes unwell during the day parents will be asked to collect them from the preschool.

5. POLICY DETAILS

- 5.1 On enrolment families will be asked to identify any known medical conditions. Medical information, action plans and health care plans are to be completed before the child commences Preschool. Medication and health conditions will be entered into the Early Years System upon enrolment including expiry dates of any Health Care Plans, Safety and Risk Management Plans, and Medication Agreements. All documentation (forms and plans) are to be kept in the Preschool office area and on the computer.
- 5.2 Wherever possible medication should be administered by the parent. If a child requires medication while at Preschool a Medication Agreement form (see attachment) needs to be completed by the family's medical practitioner.

Parent/guardian approval is required via the Medication Agreement form before the Preschool is able to administer any medication. Educators are not able to administer non-prescription medication.

- 5.3 Where medication is to be given at the Preschool school setting, medication should be given directly to the Preschool Leader.
- 5.4 It is the parent's responsibility to advise the Preschool of any change to the child's dosage/medication via a doctor's letter or management plan signed by the doctor.
- 5.5 All medication must be prescribed by the doctor and brought to the Preschool by the parent in the box/container provided by the chemist, and have the original label/packaging detailing the child's name, the required dose and storage requirements. Medication must not be left in bags. Medication (tablets/Epi pens/creams) will be stored in the lockable cupboards or in the fridge (whichever is appropriate as indicated on the packaging/label) in the Preschool bathroom area.
- 5.6 Parents are responsible for ensuring their child's medication is within date, and for supplying replacements when beyond the expiry date.
- 5.7 Training will be provided to all staff managing medication.
- 5.8 Regular audits will be conducted by Elizabeth Vale Preschool staff to check the expiry dates of medications and communication will be sent to parents when the medication is needing to be replaced or discarded.

6. ADMINISTRATION OF MEDICATION PROCEDURE

- 6.1 All medication must be prescribed by the doctor and brought to the Preschool by the parent in the box/container provided by the chemist, and have the original label/packaging detailing the child's name, the required dose and storage requirements. When a parent delivers the medication in the appropriate package to the Preschool Leader and Preschool Office, 2 adults co-sign the HSP158 – Controlled Medicine Register (parent and staff member). Parent to give specific information regarding symptoms & side effects. Medication labelled 'to be taken as directed' does not provide sufficient information and will not be administered.
- 6.2 All medication authority forms are kept in the Preschool office and a copy in the child's file. A further copy can also be found with the child's medication in the locked medication cabinet in the Preschool bathroom.
- 6.3 Medication must not be left in a child's bag. Medication (tablets/Epi pens/creams) will be stored in the lockable white cupboards or in the fridge (whichever is appropriate as indicated on the packaging/label) in the First Aid room in the Front Office of the Elizabeth Vale School.
- 6.4 Educators cannot administer a first dose of medication. Educators can only administer medication orally, inhaled or topically.
- 6.5 Use a timer to ensure administration of medication is given at a correct time.
- 6.6 Before administering medication the staff member will verify the correct dosage, 'use by' date and time with a second staff member. This second person also needs to witness the administration of the medication.
- 6.7 When a child has taken their medication for the day, 2 staff members co-sign the HSP155 – Medication Log (this sheet includes the date, time & information re the student / medication). These completed sheets are stored in the child's file at the end of each term or end of the year.
- 6.8 Phone calls are made to parents when medication amount is running low.
- 6.9 For a child participating in an excursion or camp:
 - a copy of the medication authority form plus medication is given to the teacher/leader
 - the teacher/leaders sign the medication log in the First Aid Room on their return
- 6.10 Parents will be informed on a Medication Advice form if an incident occurs where the child is administered the incorrect medication; administered the incorrect dose as prescribed on the medication log; educators forget to administer the medication; or the medication was administered at the wrong time.
- 6.11 Audits will be conducted at the beginning of every term by Elizabeth Vale Preschool staff to check the expiry dates of medications and to alert parents when the medication is needing to be replaced or discarded.

7. HEALTH CARE PLAN

Elizabeth Vale Preschool recognises that there are children who have ongoing health issues (e.g. asthma, allergies or diabetes) and may need scheduled or unscheduled administration of medication at the Preschool. An appropriate Health Care Plan completed by a medical practitioner is required to ensure that these medical conditions are managed correctly.

8. MONITORING, EVALUATION AND REVIEW

Implementation: All Educators

Monitoring: Julie Murphy, Principal

Approved date: 15th August 2023

Policy Reviewed: June 2023

Next review: June 2026

Supporting Documents:

Department for Education Medication Management in Education and Care Policy and Procedure

<https://www.education.sa.gov.au/parents-and-families/health-and-disability-support/health-and-complex-needs-support-and-management/medication-management-education-and-care-services>

