



2.05 ADMINISTERING MEDICATION

Purpose Statement

In supporting the health and wellbeing of children, the use of medications may be required for children at Windermere Family Day Care. Any medications (including prescription, over the counter, naturopathic and homeopathic medications) must be administered as prescribed by medical practitioners, with the parent/guardian's consent and in accordance with recommended doses.

Under the Education and Care Services National Law and Regulations, early childhood services are required to ensure medication records are kept for each child to whom medication is to be administered. (Reg 92).

Scope

This policy applies to all salaried full time and part time staff (including casuals), Educators, children and families of the Service.

Definitions

WFDC - Windermere Family Day Care

ECECS – Early Childhood Education and Care Services

Policy Statement

EDUCATORS HAVE A DUTY OF CARE TO MEET A CHILD'S INDIVIDUAL HEALTH CARE NEEDS.

EDUCATORS WILL ADHERE TO THIS PROCEDURE TO PROMOTE THE HEALTH AND WELLBEING OF EACH ENROLLED CHILD WHO HAS BEEN PRESCRIBED A MEDICATION BY A MEDICAL PRACTITIONER AND HAS BEEN GRANTED AUTHORISATION BY A PARENT / GUARDIAN FOR A MEDICATION TO BE ADMINISTERED.

Procedures

Responsibilities of the Approved Provider/Nominated Supervisor/ Responsible Person:

1. To ensure that obligations under the Education and Care Services National Law and National Regulations are met.
2. To ensure that staff and Educators have knowledge of and adhere to this policy.
3. To ensure families are aware of this policy.
4. To ensure children with specific health care needs or medical conditions have a current medical management plan detailing prescribed medication and dosage, by their medical practitioner.
5. To ensure medication is only administered by the Educator with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication [Regulation 92(3)(b)].



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6. To ensure, if an incident presented imminent or severe risk to the health, safety and wellbeing of a child, or if an ambulance was called in response to the emergency (not as a precaution) that an Incident, Injury, Trauma & Illness Record and/or WFDC Educator Incident Report Form is submitted to ohs@windermere.org.au within 12 hours of the event and the regulatory authority is notified within 24 hours.
7. To ensure reasonable steps are taken to ensure that medication records are maintained accurately.
8. To ensure medication records are kept in a secure and confidential manner and archived for the regulatory prescribed length of time following the child's departure from the Service.
9. To ensure children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP).
10. To ensure written consent is obtained from families, on the child's enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
11. To ensure families are informed of WFDC Service's medical and medication policies.
12. To ensure medication self-administered by a child over preschool age, is only permitted with written authority signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication.

Responsibilities of the Educator:

1. To ensure medication is only administered with the written authorisation of a parent or person with authorisation, except in the case of an emergency, when the written consent on an enrolment form, verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable (if the parents cannot be contacted).
2. To check that the parent/guardian has completed all information required in the Medication Record and that it is consistent with the doctor's instructions, on each occasion.
3. To check with the parent/guardian that the child has previously been given at least one dose of the medication listed in the Medication Record, without any evident side effects.
4. To check that prescribed medication is provided and kept in its original container, bearing the original label and that the prescription label clearly states:
 - a. the child's name
 - b. the dosage of medication to be administered
 - c. the method of dosage/administration
 - d. the expiry or use-by date.
5. To check that non-prescribed medication (all homoeopathic, naturopathic and over the counter medicines, including paracetamol) are provided and kept in the original container, bearing the original label and clearly labelled with the child's name and instructions for use, provided by the prescribing practitioner, either in a letter or on the medications label. **NOTE:** Non-medicated nappy rash and/or barrier creams are excluded from this requirement.



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6. To double check that the child is receiving the correct medication and dosage, prior to administering it.
7. To observe the child post administration of medication and respond immediately, contacting the parent/guardian for further advice if there are any unusual side effects from the medication.
8. To contact emergency services on 000 immediately if a child is not breathing, is having difficulty breathing, or shows signs of harmful side effects requiring immediate attention following administration of any medication.
9. To follow hand-washing procedures before and after administering medication.
10. To sign and date the Medication Record, each time medication is given, or ought to be given (document the reason why, if the medication is not given for any reason).
11. To not administer medication to the child, if there are inconsistencies. Seek further clarification or information from the child's parents/guardian or the Coordination Unit, if required.
12. To contact the child's parents/guardian, if, after several attempts of encouraging the child to take medication, they still refuse. **NOTE:** Educators must not use restrictive practices to make a child take medication at any time (except in a life-threatening emergency situation, such as administering an epi-pen to a child suffering from an anaphylactic reaction).
13. To ensure children's medication (including paracetamol, adrenaline autoinjectors and asthma inhalers) are kept out of reach of children and stored in a cool dark place at room temperature. Medication that needs to be stored in the fridge should be out of children's reach and sight. **NOTE:** Children's individual medications must not be left in their bags or stored in the first aid kit.
14. To provide verbal and written notifications to a parent/guardian or other authorised person of a child as soon as practicable if medication is administered to the child in an emergency when consent was either provided verbally or by medical practitioners.
15. To notify a parent/guardian or other authorised person of a child as soon as practicable, if medication is administered without authorisation in the event of an asthma, anaphylaxis or other medical emergency.
16. To ensure, if an incident presented imminent or severe risk to the health, safety and wellbeing of a child, or if an ambulance was called in response to the emergency (not as a precaution) that an Incident, Injury, Trauma & Illness Record is completed and emailed to Educator.Support@windermere.org.au within 12 hours of the event.

Responsibilities of the Parent/Guardian:

1. Be aware of and comply with the procedures in this policy.
2. To provide the Coordination Unit with accurate information about their child's health needs, medical conditions, including a medical management plan, if required, and medication requirements on the enrolment form, prior to enrolment of their child, and update annually or as necessary.
3. To ensure a Medication Record is completed for each child, to authorise administration, every time medication is to be given and must include:



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- a. the child's name and date of birth
- b. the name of the medication
- c. the date and time the medication was last administered
- d. the date and time the medication is to be administered (or circumstances to be administered)
- e. the dosage of medication to be administered
- f. the method of dosage/administration
- g. name and signature of the child's parent or other responsible person named and authorised in the child's enrolment record.

NOTE: a separate authorisation must be completed for each medication, if more than one is required.

4. To ensure medication of any type is not left in the child's bag. Medication must be given directly to the Educator for appropriate storage upon arrival.
5. To ensure that prescribed medication is provided in its original container, bearing the original label and that the prescription label clearly states:
 - a. the child's name
 - b. the dosage of medication to be administered
 - c. the method of dosage/administration
 - d. within the expiry or use-by date.

NOTE: medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.

6. To ensure that non-prescribed medication (all homoeopathic, naturopathic and over the counter medicines, including paracetamol) are provided in the original container, bearing the original label and clearly labelled with the child's name and instructions for use, provided by the prescribing practitioner either in a letter or on the medications label. **NOTE:** Non-medicated nappy rash and/or barrier creams are excluded from this requirement).
7. To adhere to WFDC's Incident, Injury, Trauma and Illness Policy and Dealing with Infectious Diseases Policy.
8. To keep their child at home for the recommended minimum exclusion period if they are diagnosed with an infectious illness or display symptoms of an infectious illness or disease. Refer to 'Exclusion for common or concerning conditions' in the links section below. **NOTE:** children must also be well for at least 24hrs before returning to the WFDC Service, to minimise the chance of an infectious disease/illness spreading.
9. To keep their child at home for 24 hours after commencing antibiotics or new medication to ensure they have no side effects to the medication.

Self-Administration of Medication (Reg. 96)

1. A child over preschool age may self-administer medication with the following requirements:



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- a. the child's parent/guardian or other authorised person provides written authorisation, in the Medication Record, for the child to self-administer.
- b. the medication is stored safely by the WFDC Educator, who will provide it to the child when required.
- c. direct supervision is provided by the WFDC Educator whilst the child is self-administering.
- d. an entry is made in the child's Medication Record, noting that the medication has been self-administered.
- e. the Medication Record is signed by the child's parent/guardian or other authorised person upon collection of the child, acknowledging the dose and time of self-administration of the medication (e.g. Asthma inhaler, Diabetic treatment).

Relevant Legislation/ Standards

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011 (Amended 2024)
 - Education and Care Services National Regulations 2011 (Amended 2024)
- Occupational Health and Safety Act 2004
- Australian Children's Education & Care Quality Authority. (2014)

Related Policies & Links

- WFDC Policies/Procedures:
 - 1.08 Enrolment
 - 2.11 Hand Hygiene
 - 2.14 Administer First Aid
 - 2.17 Dealing with Infectious Diseases
 - 2.20 Emergency Procedures
 - 2.21 Occupational Health and Safety
 - 2.23 Incident, Injury, Trauma and Illness
 - 2.24 Managing Medical Conditions
 - 4.07 First Aid Requirements
 - 7.03 Incident Reporting
 - 7.04 Record Keeping
- WFDC Educator Incident Report Form: [WFDC Educator Incident Report Form V1.pdf](#)
- Incident, Injury, Trauma & Illness Record: [incident-injury-trauma-and-illness-record-form.pdf](#)
- Medication Record: [Medication Record V2.pdf](#)
- [Exclusion for common or concerning conditions Staying healthy poster \(A3\)](#)