

ECECP Procedure 28.1

Administration of Medication

Controlled Document

Version:	1.0	Date of approval:	September 2025	Date of next review:	September 2028
Document Owner:	Manager – Early Childhood Education & Care		Approved by:	Executive Manager – Children & Youth Services	
Reviewed by:	Project Officer – Early Childhood Education & Care				

Policy attached to this procedure	Administration of Medication Policy
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In supporting the health and wellbeing of children, the use of medications may be required for children at the Service. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child.

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 or is to be administered by the service (reg 92).

Working in conjunction with the *Administration of Medication Policy*, this procedure provides detailed steps for educators to follow when administering medication to children at the Service.

Education and Care Services National Law or Regulations (R.90(1)(a), 90(2), 91, 92, 93, 94, 95, 96, 136, 168, 170) NQS QA 2: Element 2.1.1 Wellbeing and comfort, 2.1.2 Health practices and procedures, 2.2.1 Supervision, 2.2.2 Incident and emergency management

STEP 1: AUTHORISATION OF MEDICATION

1	The Nominated Supervisor/Responsible Person will ensure that medication is only administered by the Service with written authority signed by the child's parent or other authorised nominee named and authorised in the child's enrolment record to make decisions about the administration of medication.
2	An educator will assist the parent or guardian to complete the <i>Administration of Medication Record</i> to ensure all details are submitted and correct before leaving the child at the Service.

3	An educator will take any medication from the parent and store it securely in a clearly labelled container, inaccessible to children, and in accordance with the medication's instructions.	
4	Children who are at risk of anaphylaxis will not be permitted to attend the Service without the adrenaline auto-injector kit as per Medical Management Plan completed by parent.	
5	Adrenaline autoinjectors (EpiPen® / AnaPen®) should be kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan should be stored with the adrenaline autoinjector.	
6	OSHC - Where possible the child's adrenaline autoinjector can remain at the service. If the autoinjector must be transported between the service and the school an educator must deliver/collect the medication to/from the school office or the child's classroom. This procedure will apply to any other medications that require transferring between the OSHC service and the school.	
7	Children who are at risk of Asthma will not be permitted to attend the Service without Asthma reliever medication as per medical management plan completed by parent.	
8	Asthma reliever medication should be kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan should be stored with Asthma reliever medication.	

STEP 2: ADMINISTRATION OF MEDICATION

1	Medication must: <ul style="list-style-type: none"> • have the original label clearly showing the name of the child • be in its original container/packaging • be prescribed by a registered medical practitioner • have clear instructions detailing time of administration, dosage and method of administration • show expiry or use-by date. 	
2	Educators will create an alert to be set to remind educators when medication for the child is to be administered	
3	When it is time to administer the medication, an educator will collect the <i>Administration of Medication Record</i> , medication and syringe/plunger or measuring cup	
4	An educator will collect the child from their play area at the given time	

5	Educators will ensure medication must only be administered to one child at a time	
6	Educators will ask another educator to witness the administration of medication	
7	Educators will read through the <i>Administration of Medication Record</i> submitting the relevant details into the record	
8	<p>Before administering medication, educators will check the following details on the <i>Administration of Medication record</i>:</p> <ul style="list-style-type: none"> • check that the parent or authorised person has signed the record • check the name of the medication is consistent with the name on the medication container/packaging • check the identity of the child is consistent with the name on the medication container/packaging • check dosage is consistent with what is on the container/packaging 	
9	<p>Before administering medication, educators will:</p> <ul style="list-style-type: none"> • check the medication is in its original container, bearing the original label • check the expiry or use by date 	
10	Educators will wash hands following hand washing protocols	
11	Educators will measure the required dosage of medication using syringe/plunger or measuring cup	
12	The educator administering the medication will ensure an educator checks all details on the <i>Administration of Medication Record</i> are correct prior to administering the medication to the child	
13	If there are any inconsistencies, do not administer medication to the child. Contact the Nominated Supervisor and the parent.	
14	Once medication details have been confirmed, administer the medication to the child	
15	Both educators are to complete the <i>Administration of Medication Record</i> with full name and signature along with time and date medication was administered	
16	The educator will then redirect the child to reconvene their activities as part of the educational program and routines	
17	if after encouragement, a child refuses to take the medication, the parent or guardian will be contacted. Educators must not use restrictive practices to administer medication under any circumstances	
18	The educator will return medication to the medication storage area or secure location for adrenaline autoinjectors	
19	The educator will wash medication utensil	

20	The educator will wash hands following hand washing protocols	
21	Observations of the child post administration of medication should be made to ensure there are no side effects.	
22	If a child is not breathing or having difficulty breathing following administration of medication, contact 000 immediately	
23	If any unusual side effects occur, respond immediately and contact the parent/guardian and follow their advice	
24	The Director/ Nominated Supervisor will ensure all child medication records will be kept as per our <i>Record Keeping and Retention Policy</i> .	

STEP 3: EMERGENCY ADMINISTRATION OF MEDICATION [Reg.93 (5)]

1	In the event of an emergency where the administration of medication must occur the Nominated Supervisor/Responsible Person must attempt to receive verbal authorisation by the parent of the child named in the child's enrolment form who is authorised to consent to the administration of medication	
2	If a parent of a child is unreachable, the Service will endeavour to obtain verbal authorisation from an emergency contact of the child named in the child's enrolment form, who is authorised to approve the administration of medication	
3	If all the child's nominated contacts are non-contactable, the Service must contact emergency services on 000	
4	In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's enrolment form following the emergency	
5	The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator	
6	The Service will contact the regulatory authority within 24 hours as soon as practicably possible (if urgent medical attention was sought or the child attended hospital)	

STEP 4: SELF-ADMINISTRATION OF MEDICATION (FOR CHILDREN OVER PRESCHOOL AGE)

1	An educator will assist the parent or guardian to complete the <i>Administration of Medication Record</i> to ensure all details are submitted and correct	
2	Parents will give permission for their child to self-administer medication whilst at the Service	

3	<p>An educator will take any medication from the parent and store it securely in a clearly labelled container, inaccessible to children, and in accordance with the medication's instructions.</p> <p>Children will not carry medication whilst at the Service and will hand over medication to an educator upon arrival at the service.</p>	
4	<p>An educator will supervise and witness the child administering medication whilst checking the medication label, dosage and expiry date before the medication is administered.</p>	
5	<p>The child and educator will complete the <i>Administration of Medication Authorisation</i> with full name and signature along with time, date and dosage medication was administered</p>	
6	<p>The <i>Administration of Medication Authorisation</i> is signed by the parent upon collection of their child acknowledging the dose and time of administration of medication (e.g.: Asthma inhaler, Diabetic treatment).</p>	