Salisbury Heights Preschool

MEDICATION MANAGEMENT POLICY

POLICY STATEMENT:
Salisbury Heights Preschool is committed to:
• Providing a safe and healthy environment for all children, staff and any other person’s participating in the program.
• Responding to the needs of the child if the child is injured, becomes ill or is traumatised whilst attending Salisbury Heights Preschool.
• Ensuring safe and appropriate administration of medication in accordance with legislative requirements.

RATIONALE:
Salisbury Heights Preschool recognises that ill children are best cared for at home. This will also prevent the spread of infection. Furthermore when a child is unwell they require one-to-one care which the preschool is not able to provide.
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.
Salisbury Heights Preschool acknowledges that educators are not Health Care Professionals. For that reason parents are encouraged to administer prescription medication where possible at home either before or after the child attends the preschool.

SCOPE:
This policy applies to all families who attend the preschool and all educators and volunteers.

MEDICATION:
If children require medication while at preschool a Medication Authority form needs to be completed by the family’s medical practitioner. This will ensure that educators are clear about the procedures to follow.
For short term prescription medication needs eg antibiotics Parents must complete a signed authority (medication record) if there is no Medication Authority available. Instructions must match those on the label of the medication. Copy of form attached.
Please note the preschool’s educators cannot administer a first dose of medication if the child has never had it before in case there is an allergic reaction.
Parents are responsible for ensuring their child’s medication is within date and supplying replacements when beyond the expiry date.
Educators are not able to administer non-prescription medication.

HEALTH CARE PLAN:
We recognise 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 Centre. In this case we require a Health Care Plan to ensure that these conditions are managed correctly. A Health Care Plan needs to be completed by a medical practitioner and returned to the Preschool on diagnosis. In some cases it may also be necessary to have a Medication Authority in conjunction with the Health Care Plan.

Copies of Medication and Health Care Plans are available from the preschool.

PROCEDURE:
1. Storage:
   • Medication is to be handed to a staff member by the parent/guardian unless alternative arrangements have been made with educators.
   • Medication is kept in a childproof cupboard or the kitchen refrigerator as is appropriate.
   • Medication is not to be left in a child’s bag.
2. Medication logs:
   • A medication log for educators to record prescription medication administered to a child with a Medication/Health Care Plan will be maintained for each child.
   • Each child is to have their own sheet to ensure confidentiality.
   • An educator is to fill out details and sign after administering medication.
   • For the administration of short term medication parents must complete a Medication Record form (attached).

3. Prescribed medication:
   • Only medication with the original label will be administered.
   • Medication will only be administered in strict accordance with the instructions on the pharmacy label. Only the prescribed dosage on the pharmacy label will be administered by educators. It is recommended that the medication should be provided in a single dosage or daily dosage.
   • Medication will only be administered to the child for whom the pharmacy label indicates it was prescribed.
   • The dose and times of medication to be administered are to be recorded accurately by the parent on the medication log each day, and the form signed by the parent. Unless written authority is given for medication to be given, medication will not be administered.
   • The educator who administers the medication will confirm all written instructions with another educator, write down the time and dose administered and both educators will sign the form.
   • After taking medication the child will be monitored by educators.
   • Parents will be informed 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.
   • If any medication is accidently dropped it will not be administered to the child or returned to the original container.
   • Always inform educators that your child is on medication or if they have been given medication before arriving at the preschool.
   • Parents need to administer the initial doses of antibiotics within the first 24 hours before the child returns to the preschool.
   • Educators will not administer invasive medication such as nose, ear and eye drops or rectal medication. Any conditions needing injections will not be administered with the exception of educators trained in the use of epi-pen emergency treatment for anaphylaxis.
   • Parents are encouraged to ensure that when antibiotics are prescribed for their child, the full course of medication is completed.

AUTHORISATION
This policy was adopted at the Governing Council meeting on 30-11-2015

REVIEW
The policy will be reviewed annually by educators and governing council and the council will within 28 days of making any change, notify the parents/guardians of that change.
In order to assess whether the policy has achieved the values and purposes the staff and governing council will:
• Take into account feedback from parents/guardians and the educator regarding the effectiveness of the policy.
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<tr>
<th>Child's name</th>
<th>Date of birth</th>
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<tr>
<th>Name of medication</th>
<th>Last administered (or circumstances to be administered)</th>
<th>Dosage to be administered</th>
<th>Method of administration</th>
<th>Signature of Parent/Guardian</th>
<th>Medication administered</th>
<th>Dosage administration</th>
<th>Method of administration</th>
<th>Name of educator administering</th>
<th>Signature of educator administering</th>
<th>Name of witness</th>
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