



Administration of medication

Reviewed: 7 - 3 – 19

| <u>Education and care services regulation/s</u> | NSW Department of Education policy, procedure or guidelines | Relevant National Quality Standard/s |
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| <p><u>Regulation 92-96</u></p> | <p>The following department policies and relevant documents can be accessed from the preschool section of the department's website:</p> <ul style="list-style-type: none"> • Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01 • Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures • Risk management plans • Information about health conditions • Individual health care planning • Administering prescribed medication at school | <p>2.2: Each child is protected 2.1: Each child's health and physical activity is supported and promoted. 2.1.1: Each child's health needs are supported.</p> |
| <ul style="list-style-type: none"> • On arrival at preschool parents/care givers give educators prescribed medication which is clearly marked with the child's name, use by date and dosage. Parents complete a Medication Record form which includes their consent for medication to be administered. This document is filed on the child's records. Medication without the correct labelling will not be given. • Educators are unable to administer non- prescription medication or any medications where the label cannot be understood. Parents are advised of this at orientation. Parents are encouraged to advise educators if a child is on medication, even when it is not given at preschool. • The educators will check the labelling of the medication to confirm the child's name, dosage instructions and current use-by date and that it is in the original packaging. • Medication (except for individual emergency medications- Ventolin or Epi-pen) is kept in a locked container out of reach of children. • For prolonged periods of medication parents complete the Medication Record form and provide adequate medication. Medical Record forms for prolonged medication are reviewed regularly and updated where necessary. Educators implement a reminder system to ensure medication is given to the child as required and record dosage on the Medication Record form. Parents are advised when medication is due to be replenished. • When medication is administered a second educator is required to witness the dosage to check the correct medication and dosage is given. This is recorded by both educators on the Medication Record form. This form is available to parents for verification. • In the case of asthma or anaphylaxis, emergency medication can be administered without parental consent. • All medication forms are kept in the school until the child reaches the age of 25 years. | | |