

Administration of Medication Policy



Statement / Aim

From time to time, educators are required to administer medication to children during their hours of attendance at the service to support the health and wellbeing of children.

Procedure

- No medication will be administered to a child unless it is presented at the service in the original container, bearing the original label and instructions and within its expiry or use-by date. Educators will not administer any unlabelled medication.
- Two doses of a prescribed medication must have been given or applied to the child by the parent before it will be administered by educators. This is to ensure the child will not have an unexpected reaction to the medication.
- Only prescribed medications or medications accompanied by an Emergency Action Plan or an authority letter from the child's doctor will be administered by educators.
- No over the counter medications will be administered by educators without an accompanying letter from the doctor. Exceptions to this are:
 - Nappy Rash Cream - The parent can supply their own nappy rash cream if they prefer which will be clearly labelled with that child's name and used ONLY for that child. There will be a notice up in the nappy change area informing of any children who have their own nappy cream. An Administration of Medication form is not required.
 - Bonjella Teething Gel – Provided by the service. Permission (verbal or written) must be given by the parent and an Administration of Bonjella form completed. An Administration of Medication form is not required.
 - Topical remedies for bites/stings (e.g., mosquito bites) to be provided by the parent. An Administration of Medication Form must be completed.
 - Creams for non-contagious skin conditions such as eczema. The parent will be required to request this in writing. An Administration of Medication form is required.
 - Asthma Reliever Puffer to relieve a cough or cold-like symptoms or similar for children that have not been diagnosed with Asthma. An Administration of Medication form is required if they do not have an Action Plan. If the child has been diagnosed with Asthma, they must have an Asthma Action Plan. Refer to medical conditions policy for more information on children with Asthma.
 - Children's Panadol – Provided by the service. An Administration of Medication Form must be completed. If Panadol is required due to illness or a high temperature, refer to Illness & Infectious Diseases Policy.
 - Chlorsig eyedrops and ointment can be administered by the service. If any discharge is present, the child will be sent home immediately, and the illness and infectious disease policy implemented.
 - Nurofen – if a parent prefers their child to have nurofen in lieu of the Panadol provided by the service, then written permission from the parent must be obtained and nurofen provided by the family.
- The service has SudoCream Nappy Rash cream that will be applied by educators for children that have nappy rash and do not have their own cream.
- SudoCream can also be applied to minor cuts and abrasions such as grazes from falls etc. SudoCream can also be used for bites/stings. Parents will be informed when cream is applied.

- Parents are welcome to supply insect repellent to the service to apply to their child if they feel necessary. Insect repellent must be clearly labelled with the child's name and only used for that child. An Administration of Medication Form is not required.
- Parents must complete and sign an *Administration of medication form* for all medication to be administered. Medication will not be administered without written permission from the parent or person authorised on the child's enrolment form or accompanied by an action plan (exceptions above).
- Medication will only be administered by educators with a current recognised first aid certificate.
- The educator administering the medication must wash his/her hands immediately before and after administering the medication. In situations where there is direct body contact, such as applying creams or lotions educators must:
 - Wear gloves;
 - Scoop the cream or lotion from the container with a fresh tissue or a fresh glove before each application.
- Before medication is given to a child, the trained first-aid educator will verify the correct dosage and child with another educator. After giving the medication the educator will complete the following details on the *Administration of medication form* – date, time, dosage, person who administered, person who verified, and signed by both educators.
- When implementing an Asthma Management Plan and Anaphylaxis Management Plan, the educator(s) attending to the child must be trained specifically in asthma and anaphylaxis management.
- Once the *Administration of medication form* is completed, it is to be signed off by the Centre Manager/Nominated Supervisor and then filed with the child's records.
- When it is necessary for the medication to be taken home, it is the educator's responsibility to ensure the parent/caregiver receives the correct medication.
- Medication must NEVER be put into a baby's bottle or drinking cup.
- Where the medication requires administration via other than an oral route or external application, only those senior educators who have a current First Aid Certificate and have received specific instruction from a health care professional and feel confident with the procedure, will administer the medication.
- Medication requiring injections will only be given in a life-threatening situation such as anaphylactic shock.
- Medication must be given directly to an educator and not left in the child's bag or locker.
- All medication required to be refrigerated will be stored on the medication shelf of the kitchen fridge. This area is inaccessible to children.
- All medication not required to be refrigerated is kept in the specified medication bag in each room.
- All medication forms will be filed in the child's individual file and kept until the end of 3 years after the child's last attendance.

Considerations / Resources

- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011
- National Quality Framework 2018

Last reviewed: March 2025