



HEALTH AND SAFETY POLICY - ADMINISTRATION OF MEDICATION

Policy Number: G-07-2008

Version Number: 6

Responsible Person: BoG Chair

Approved by BoG on: 21-10-2021

Review Date: 09-2022

Best Practice – Quality Area 2

Purpose

This policy will clearly define the:

- procedures to be followed when a child requires medication while attending Hampton Park Community House Children’s Service education and care programs.
- responsibilities of staff, parents/guardians and the Approved Provider (HPCH Executive Officer) to ensure the safe administration of medication at Hampton Park Community House.

Policy statement

Values

Hampton Park Community House is committed to:

- providing a safe and healthy environment for all children, educators, staff and other persons attending the service
- responding immediately to the needs of a child who is ill or becomes ill while attending the service
- ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.



Scope

This policy covers the administration of both prescribed and non-prescribed medication at Hampton Park Community House, including during off-site excursions and activities.

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Hampton Park Community House.

(Regulation 91)

Background and legislation

Background

Authorisation to administer medication

As a rule, medication (including prescription, non-prescription, over-the-counter and homeopathic medications) must not be administered to a child at a service without the authorisation of a parent/guardian or person with the lawful authority to consent to the administration of medical attention to the child.

In the case of an anaphylaxis or asthma emergency, where the child does not have a medical management plan or other form of authorisation, first aid treatment is provided as described in the Anaphylaxis Policy and Asthma Policy. In this circumstance, the child's parent/guardian and emergency services must be contacted as soon as possible after first aid has commenced *(Regulation 94)*.

In the case of all other emergencies, it is acceptable to obtain verbal consent from a parent/guardian, or to obtain consent from a registered medical practitioner or medical emergency services if the child's parent/guardian cannot be contacted.

Administration of medication *(Regulation 93)*

The Approved Provider must ensure that when staff administer medication, they must follow the guidelines of this policy and the procedures outlined in Attachment 1 – Procedures for the safe administration of medication.

A medication record must be completed with the following information:

- a) the name of the child
- b) the authorisation to administer medication (including self-administration, if applicable) signed by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication
- c) the name of the medication to be administered
- d) the time and date the medication was last administered
- e) the time and date or the circumstances under which the medication should be next administered
- f) the dosage of the medication to be administered

- g) the manner in which the medication is to be administered
- h) if the medication is administered to the child:
 - i. the dosage that was administered
 - ii. the manner in which the medication was administered
 - iii. the time and date the medication was administered
 - iv. the name and signature of the person who administered the medication
 - v. the name and signature of the person who checked the dosage, if another person is required under Regulation 95 to check the dosage and administration of the medication.

Legislation and standards

- Relevant legislation and standards include but are not limited to:
- *Education and Care Services National Law Act 2010 (V -Dec-2021)*
- *Education and Care Services National Regulations 2011*
- *Health Records Act 2001 (Vic)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*
- *Therapeutic Goods Act 1989 (Cth)*

Definitions

Approved first aid qualification: The list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website:
www.acecqa.gov.au

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the activities or program at the service.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.

Injury: Any harm or damage to a person.

Medication: Prescribed and non-prescribed medication as defined below.

Non-prescribed medication: Over-the-counter medication including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath.

Prescribed medication: Medicine, as defined in the *Therapeutic Goods Act 1989 (Cth)*, that is:

- authorised by a healthcare professional

- dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

Medication record: Contains details for each child to whom medication is to be administered by the service. This includes the child's name, signed authorisation to administer medication and a record of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication and of the person checking the medication, if required (Regulation 92). A sample medication record is available on the ACECQA website.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

Sources and Related Policies

Sources

VMIA Insurance Guide and FAQs, Community Service Organisations insurance program:

www.vmia.vic.gov.au

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (Current Version 30 December 2021) www.acecqa.gov.au

Guide to the National Quality Standard (ACECQA) www.acecqa.gov.au

Allergy & Anaphylaxis Australia: www.allergyfacts.org.au Asthma Australia: www.asthmaaustralia.org.au

Healthdirect: www.healthdirect.gov.au



Hampton Park
Community House

Related Policies

Administration of First Aid Policy

Anaphylaxis Policy

Asthma Policy

Child Safe Environment Policy

Dealing with Infectious Diseases Policy

Dealing with Medical Conditions Policy

Enrolment Policies (Kindergarten and OSHC)

Excursions Policy

Incident, Injury, Trauma and Illness Policy

Incident Management and Reporting Policy

Privacy and Confidentiality Policy

AUTHORISATIONS:

Signature of Chair of BOG :

Date of Approval by BOG:
Hampton Park Care Group Inc.

21 October 2021





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