Early Intervention and Preschool Procedure

Administration of medication



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| **Current** | September, 2017 |
| **Next Review** | 2018 |
| **Regulation(s)** | R. 92-96 |
| **National Quality Standard(s)** | Standard 2.1: Health-  Each child’s health and physical activity are supported and promoted. |
| **Relevant DoE Policy and link** | [Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776)- |
| **DoE Preschool Handbook January 2016** | Wellbeing, page 30 |
| **Key Resources** | [Administering prescribed medication at school](https://education.nsw.gov.au/wellbeing-and-learning/health-and-physical-care/health-care-procedures/administering-medication)  [ACECQA Medication Record](http://files.acecqa.gov.au/files/Templates/MedicationRecord.pdf) |

**Common Procedures:**

**Consent**

Medication will only be administered to a child with parental consent, except in the case of an anaphylaxis or asthma emergency situation.

**Storage**

* On arrival, a parent should hand the medication to an educator. Any medication requiring refrigeration is placed in the kitchen fridge (inaccessible to children). Other medication is in the locked classroom store cupboard on a high, marked shelf.
* Individual emergency medication (Ventolin and Epi-pens) are stored on high shelves near the exit door of each room, in snap lock containers with the child’s individual action plan.
* The general use Ventolin and Epi pen are also stored here.

**Prescribed medication**

* Our educators will only administer medication which has been specifically requested by a medical practitioner for an individual child for a specific condition.
* In some cases the medical practitioner may prescribe an over-the-counter medication. In this case, parents are required to verify this in writing from a medical practitioner. The administration of this medication would follow the same procedures as for ‘prescribed medications’.

**Labelling**

* Medication must be in its original packaging with a pharmacy label which states the child’s name, dosage instructions and current use-by date. Medication without this labelling will not be given.

**Documentation**

* The completed hard copy medication records are stored in the preschool entrance under the sign in book. This information is also entered into the Electronic School Record (ESR) system by the educator who administered the medication.
* After an educator administers medication to a child, he/she will record this information on this medical record. A second staff member will verify that the medication is administered as prescribed, and also sign this record. On collection of their child, the parent will be shown this record.
* Medication records giving consent for the administration of medication for a prolonged period will be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan
* All documentation related to the administration of medication will be stored in the school until the child reaches the age of 25 years

**Emergency situations**

* Where an emergency response requires the immediate administration of medication to prevent serious illness or injury, staff should administer the medication eg. Ventolin for a first asthma attack or Epi-pen for anaphylaxis.
* In such an emergency situation, emergency services will be contacted immediately, and the parent notified as soon as practical.

**Preschool specific procedures:**

* Our designated first aider liaises with the parent of any children regarding the administration of medication.
* This SLSO takes the medication from the family and discusses the doctor’s instructions. The parent completes an authorisation to administer the medication on the ACECQA template.