

LA TROBE UNIVERSITY
COIMMUNITY CHILDREN'S CENTRE
MEDICATION STATEMENT

Background:

Administering medication is considered a high risk practice.

Administering medication to children at the request of their parents is a task that requires attention to detail, meticulous record keeping, team work and common sense. (Staying Healthy in Child Care - Fourth Edition p 21)

The Centre statement and practices regarding medications meet legislative requirements (Children's Services Act (1996) and the Children's Services Regulations (2009)). We will seek additional medical advice or opinion as required.

Children's Services Act (1996)

Section 29B Authorisation to administer medication

- (1) A proprietor of a children's service must ensure that medication is not administered to a child being cared for or educated by the children's service unless-
 - (a) the prescribed authorisation has first been obtained; and
 - (b) the medication is administered in the prescribed manner.

Children's Services Regulation (2009)

Children's Services Regulations (2009) stipulate that authority must be obtained from a parent or legal guardian before Centre staff administer any medication (prescribed or non-prescribed). The Children's Services Regulations (2009) states:

Regulation 83 Authorisation to administer medication

- (1) For the purposes of sections 29B(1)(a) and 29B(2)(a) of the Act, the prescribed authorisation is-
 - (a) an authorisation given in writing by a person recorded in the child's enrolment record as authorised to request or permit the administration of medication to the child (the *authorising person*); or
 - (b) in the case of an emergency, an authorisation provided under subregulation (2).
- (2) The authorising person may authorise in writing that, in case of an emergency, the authorisation for the purposes of sections 29B(1)(a) and 29B(2)(a) of the Act may be provided by-
 - (a) an oral authorisation by the authorising person; or
 - (b) an oral authorisation by a medical practitioner or a paramedic if the authorising person cannot reasonably be contacted in the circumstances.
- (3) For the purposes of sections 29B(1)(b) and 29B(2)(b) of the Act, medication is administered in the prescribed manner if-
 - (a) the medication is administered from its original container bearing the original label and instructions and before the expiry or use by date; and

- (b) if the medication has been prescribed for the child by a registered medical practitioner, the original container or original label bears the name of the child to whom medication is administered; and
- (c) the dosage of the medication administered to the child is checked by a person other than the person administering the medication, except in the case of a family day care service, a family day carer or an outside school hours care service that is not required to have 2 staff members present by operation of regulation 51

Children's Services Regulations (2009) state that Staff can only administer medication in the following prescribed manner:

Regulation 36 Matters to be recorded in medication record

- (1) The proprietor of a children's service must ensure that a medication record is kept that includes the details set out in subregulation (3) for each child to whom medication is or is to be administered by the service.
Penalty: 8 penalty units.
- (2) A family day carer must ensure that a medication record is kept that includes the details set out in subregulation (3) for each child to whom medication is or is to be administered by the family day carer as a family day carer.
Penalty: 8 penalty units.
- (3) The details to be recorded are-
 - (a) the name of the child;
 - (b) the authorisation to administer medication signed by a person whose name has been provided under regulation 31 (g) or 32 (g);
 - (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) if the medication is administered to the child-
 - (i) the dosage that was administered; and
 - (ii) the time and date the medication was administered; and
 - (iii) the name and signature of the person who administered the medication; and
 - (iv) the name and signature of the person who checked the dosage administered, if regulation 83 requires the dosage to be checked by a person other than the person who administered the medication.

Parents must complete **Regulation - 36 Matters to be recorded in medication record** steps (3) a) to f) in the medication booklet.

Please note: ‘Give if Necessary’ or ‘as required’ is not acceptable. You must provide precise guidelines for administering medication.

Upon collecting your child/children you are requested to confirm that medication was given by staff as you requested by signing the “Confirmation” section in the Medication Book.

Any medication requiring administration during the day must be clearly labelled with your instructions clearly stated and in accordance with the labelling of the medication.

The Centre recognises that this process can be time consuming for those families whose children suffer a chronic illness.

An authorisation form for the administration of medication/treatments for chronic illness has been formulated. When you complete this form it provides a blanket authority of the specified medication/treatment for a 3 month period. This authorisation form is included in your enrolment package and can also be downloaded from our Web page www.latrobe.edu.au/child/forms.

When the specified medicines/treatments are administered by staff they will then write “see staff” in the Messages section of the sign in/out document. Families will be informed of the administration of any medications/treatments. Families will then be required to sign the entry (made by staff) in the medication booklet to acknowledge that medicines /treatments were given during the day at the Centre (as per the Children’s Services Regulations 2009).

Staff must complete **Regulation - 36 Matters to be recorded in medication record** steps (3) g) (i) to (iv) in the medication booklet.

Please note: If staff members are uncertain about any medication (prescribed or non prescribed), they will discuss this with the child’s parent/guardian before proceeding to administer the medication.

In the case that parents administer the medication that they have written in the medication book, staff need to ensure that **‘administered by parent’** is recorded in the medication booklet.

The Centre has developed a training session on administering of medications. This will enable staff to feel confident and be competent in administering medication. Practice scenarios will be conducted annually with staff or on appointment.

Casual/relief staff members **will not** administer or witness medication for children.

The Centre will ensure staff have current first aid qualifications as required by the Children’s Services Regulations (2009), **Regulation 63 Staff members to have first aid and anaphylaxis management training.**

Important Information

Medication adherence is essential for medication to be effective in treating specific illness. It is therefore essential that the Centre and family communicate clearly and consistently when medication is required to be given to children whilst they are in attendance at the Centre. FDA Consumer Health Information (June 2009) article reminds us of the importance of medication adherence and the taking of medication correctly:

- involves getting prescriptions filled;
- purchase of appropriate over counter medication in consultation with your local chemist;
- taking medication as directed;
- at the specified intervals;
- on time; and
- always completing the full dosage/course unless otherwise advised by a health provider.

Safe Storage of Medications

Medications should not be left in children's bags or left unattended in the play areas. Medications/treatments should be clearly labelled and handed to staff. Staff will store the medication/treatment in a secure office area out of children's reach.

For medications that specify refrigeration (store below 22°C), will be stored within the Centre's refrigerators. Secure medication cabinets are located in either the main kitchen or the food preparation area near Sessional Care.

Links to other documents:

Anaphylaxis Statement
Asthma and the Child in Care Statement
Dangerous Products Statement
Enrolment Forms
Authorisation for Medication/Treatment for Chronic Illness
Medication Book
Management of Children with Fever
Staff and Family Induction checklists

Reference:

National Childcare Accreditation Council (NCAC): Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.3
Children's Services Act 1996, Section 29. Authorisation to administer medication
Children's Services Regulations 2009, 36. Matters to be recorded in medication record;
Children's Services Regulations 2009, 83. Authorisation to administer medication;
Department of Human Services; Children's Services Guidelines www.office-for-children.vic.gov.au >
Staying Healthy in Child Care – Preventing infectious diseases in child care – Fourth Edition
Raising Children website - www.raisingchildren.net.au
<http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm164616.htm>

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