

## Background

Children recovering from a short-time illness (who are well, no longer infectious and able to participate in the program) or children with a long-term diagnosed medical condition may need medication while attending a centre. Implement this procedure alongside the [Exclusion Due to Illness Procedure](#) and [Medical Conditions Procedure](#).

For the purposes of this procedure:


- Medications are 'classified registered medicines' by the [Australian Register of Therapeutic Goods](#) which include medicines prescribed by a registered medical practitioner and over the counter medicines supplied by a pharmacist.
- Insect repellent and non-prescribed creams and ointments are not included in this scope of this procedure. Refer to [Insect Repellent, Creams and Ointments Procedure](#).
- A registered medical practitioner is a general practitioner (GP), a medical specialist or credentialed diabetes educator.


## When medication can be administered



Teachers and educators will administer medication when:


- Prior parental/guardian written authorisation and instructions have been obtained via a [Medication Authorisation Record](#). In case medication to treat Diabetes, parent/guardian written authorisation and instructions are obtained via a [Diabetes Blood Glucose/Ketone and Medication Authorisation Record](#).
- Prior registered medical practitioner written authorisation and instructions have been provided via a pharmacy label affixed to the medication bottle/package or medical management plan.
- Parent/guardian and registered medical practitioner administration instructions are consistent.
- Medication has been supplied in its original container OR in a blister tablet pack dispensed and labelled by a pharmacist (when tablet medication is scored/split).
- Medication has not expired.
- Two fully first aid qualified teachers/educators are available and present i.e. physically close to child receiving the medication and each other.

## Administering medication process

-  **1** **Teacher/Educator One** (whenever possible be permanently employed) will:
1. Wash hands.
  2. Locate medication.
  3. Locate second teacher/educator.
  4. Locate child.
  5. While completing the below **medication check**, prepare and administer medication under the direct observation of Teacher/Educator Two.

-  **2** **Teacher/Educator Two** will:
1. While completing the below **medication check**, visibly witness Teacher/Educator One prepare administer medication to child:

-  **1**  **2** **Medication Check**
- Parent/guardian (on [Medication Authorisation Record](#)) AND registered medical practitioner (pharmacy label affixed to medication) written instructions are consistent.
  - Medication supplied in its original container OR in a blister tablet pack dispensed and labelled by a pharmacist.
  - Medication not expired.
  - Medication administered to correct child.
  - Medication administered as per parent/guardian AND registered medical practitioner written instructions.

-  **1** **Teacher/Educator One** will:
6. Wash hands.
  7. Complete relevant sections of [Medication Authorisation Record](#).
  8. Return medication to nominated storage location.

-  **2** **Teacher/Educator Two** will:
2. Complete relevant sections of [Medication Authorisation Record](#).

\*Written registered medical practitioner authorisation and instructions are NOT required for liquid paracetamol (administered for fever) and emergency medications i.e. Adrenaline (EpiPen) and Asthma Reliever Inhaler such as Zempreon.

## Self-administration of medication by school age children

Teachers and educators will permit a school age child to self-administer their medication:

- When a parent/guardian has provided written authorisation for their child's to self-administer via a *Medication Authorisation Record*.
- Under the direct supervision of two teachers/educators.

## Administration of Antibiotics

Antibiotics must be administered at regular intervals to be effective.

Teachers and educators will:

- Administer Antibiotics at regular intervals as per the written instructions of the registered medical practitioner recorded on pharmacy label.
- If necessary, wake a sleeping child to administer a scheduled dose.
- Seek advice of Health Direct (1800 022 222) when registered medical practitioner written instructions are unclear.

## Administering centre liquid Paracetamol in case of fever

Centres will have minimum of one bottle of oral liquid paracetamol (not Nurofen) to administer to children in case of a fever. Fevers are common in children and in isolation may not indicate serious or infectious illness. A child's normal temperature can be up to 38°C and will vary depending on their age and time of day. A child's temperature may be higher in the late afternoon, after waking from sleep, after physical activity or spending time outdoors. It is not always necessary to reduce a fever as it is the body's natural response to infection.

Refer to page 3 of *Exclusion Due to Illness Procedure* for responsibilities and actions when a child is unwell with a fever.

Teachers and educators are able to administer one dose of centre liquid Paracetamol to a child when:

- Prior parent/guardian written authorisation has been obtained via the *Enrolment Booklet/Online Form* AND
- Prior parent/guardian (or emergency contact, child's nominated doctor, 000 operator) verbal authorisation has been obtained via telephone AND
- Two fully first aid qualified teachers/educators are available and present i.e. physically close to child receiving the medication and each other.

## Process of administering centre liquid Paracetamol to child



**Teacher/Educator One** (whenever possible be permanently employed) will:

1. Wash hands.
2. Locate centre liquid paracetamol, dispenser.
3. Locate second teacher/educator.
4. Locate child.
5. While completing the below **medication check**, prepare and administer liquid paracetamol to child under the direct observation of teacher/educator two.



**Teacher/Educator Two** will:

1. While completing the below **medication check**, visibly witness Teacher/Educator One prepare and administer liquid paracetamol to child.



### Medication Check



- Liquid paracetamol not expired.
- Liquid paracetamol administered to correct child with fever.
- Liquid paracetamol administered (method and dose) as per product instructions. Dose will be dependent on child's weight and age.



**Teacher/Educator One** will:

6. Wash hands.
7. Complete relevant sections of the *Medication Authorisation Record*.
8. Return paracetamol to nominated storage location.



**Teacher/Educator Two** will:

2. Complete relevant sections of the *Medication Authorisation Record*.

## Administration of Emergency Medication - Adrenaline and Reliever Inhaler

- In the event of a medical emergency, Adrenaline and Reliever Asthma Inhaler medications can be administered to a child without written instructions and authorisation of a registered medical practitioner.
- Centres are required to have Adrenaline (EpiPen) and Reliever Inhaler (e.g. Zempreon) in case of an undiagnosed child experiencing anaphylactic or acute asthma medical episode for the first time.
- At branch centres, the quantity of emergency medications depends on centre type and size, and centre specific routines:

1-unit kindergartens	1 EpiPen Jnr + 1 Zempreon Inhaler
Childcare centres, 2-unit & 3-unit kindergartens	2 EpiPen Jnrs + 2 Zempreon Inhalers
OSHC	2 EpiPen Snrs + 2 Zempreon Inhalers

Emergency medications are ordered annually by C&K Central. Centre Directors must seek the approval of the Early Childhood Education Manager before ordering/purchasing additional sets of emergency medications.

- Teachers/educators with current first aid qualifications are permitted to administer appropriate emergency medication without parent/guardian written consent (s94 - Exception to authorisation requirement—anaphylaxis or asthma emergency). This exception can be relied upon even where a parent/guardian has responded "No" to the administration of an Epi-pen consent questions in the child's Enrolment Booklet/Online Form. It is important to note, "s94" requires centres to notify emergency services AND the child's parent/guardian as soon as practicable.
- For further instructions, including emergency first aid steps, refer to *Anaphylaxis and Allergies* and *Asthma Procedures*.

## Application of Teething Gel

The Australian Therapeutic Goods Administration (TGA) classifies teething gel (and other products containing choline salicylate) as a Schedule 2 medicine and has restricted the sale of teething gel products at pharmacies.

### Teachers and educators are able to apply teething gel when:

- A child is demonstrating signs of teething pain e.g. irritability, flushed cheeks, finger/fist sucking, ear pulling.
- Other methods of relieving teething pain have been attempted e.g. teething rings, rusks.
- The teething gel product has:
  - Been purchased and supplied in its original container by the child's parent/guardian.
  - An affixed pharmacy label with child's full name and application instructions.
  - Not expired.
- Prior parent/guardian written authorisation and instructions have been provided via a Medication Authorisation Record.
- The pharmacy label and parent/guardian written instructions (via the Medication Authorisation Record) are consistent.
- Two fully first aid qualified teachers/educators are available and present i.e. physically close to child receiving the teething gel and each other.

## Teething Gel Application Process



**Teacher/Educator One** (whenever possible be permanently employed) will:

1. Locate teething gel.
2. Locate second teacher/educator.
3. Locate child.
4. Wash hands.
5. Put on gloves.
6. While completing the below **medication check**, prepare and apply teething gel to child under the direct observation of teacher/educator two.



**Teacher/Educator Two** will:

1. While completing the below **medication check**, visibly witness Teacher/Educator one prepare and apply teething gel to child.

### Medication Check



- Parent/guardian AND pharmacy label written instructions consistent.
- Teething gel in its original container.
- Teething gel not expired.
- Teething gel administered to correct child.
- Teething gel administered as per parent/guardian *Medication Authorisation Record* AND pharmacy label instructions.



**Teacher/Educator One** will:

7. Remove gloves.
8. Wash hands.
9. Complete *Medication Authorisation Record*.
10. Return teething gel to nominated storage location.



**Teacher/Educator Two** will:

2. Complete *Medication Authorisation Record*.

## Medication storage and disposal

### Teachers and educators will:

- Store medications as per their product instructions, in a location that is:
  - inaccessible to children
  - easily accessible and known to all teachers/educators
  - not locked (except for medication requiring refrigeration)
  - out of direct sunlight or heat
  - clearly signed
- Store medication requiring refrigeration in a locked box in a refrigerator.
- Never store Adrenaline (EpiPen) and Reliever Inhaler (e.g. Zempreon) in a refrigerator.
- Store EpiPen(s) in an insulated container, when storing at room temperature (15-25°C) is not possible.
- Retrieve medication from the nominated storage location immediately prior to administration AND return medication to the nominated storage location immediately after medication has been administered.
- Provide unused and expired medications to a local pharmacy for disposal.

## Medications that cannot be administered

### Teachers and educators will:

- Never score and split (into halves or quarters) tablet medication. Instead, instruct parents/guardians to arrange a pharmacist to score and dispense half or quarter tablet doses in a labelled blister pack.
- Never administer or apply:
  - Homeopathic medication without written instructions of a registered medical practitioner.
  - Essential oil\* and homemade products.
  - Expired medications. Teachers/educators will complete (and document via the Daily Safety Checklist) a weekly check of medication expiry dates.
  - Medications **not** supplied in their original container or in a tablet blister pack dispensed and labeled by a pharmacist.

## General Responsibilities

### Nominated Supervisor/Centre Director or Responsible Person in Charge will:

- Inform families of this procedure upon and throughout enrolment.
- Display Administering Medication Poster in prominent relevant location(s) throughout centre.
- Determine if it is safe for a child to attend if their prescribed medication has not been supplied on a given day and the child's illness/medical condition is not life-threatening.

### Parents/Guardians will:

- Regularly share information about their child's health and medication needs upon and throughout enrolment.
- Inform teachers/educators when regular medication is administered to their child at home i.e. name of medication, purpose, and possible side effects.
- Never administer fever reducing medication prior to their child's arrival.
- Consider whether their child who requires medication is well enough to attend and able to fully participate in the program.
- Complete a *Medication Authorisation Record* when their child requires medication whilst attending the centre.
- Hand over medication to a teacher/educator upon arrival. Never leave medication in their child's bag.
- Upon collection of their child, review completed *Medication Authorisation Record* and speak with teachers/educators about their child's health needs. When applicable, take medication home daily.
- Provide an adequate supply of medication and the necessary equipment to administer medication.
- When tablet medication must be scored split into halves or quarters, arrange a pharmacist to dispense and prepare in a labelled blister pack.

### \* **Essential Oil Sticker Patches**

C&K have identified essential oil sticker patches (e.g. Buzz Patch products) as a choking hazard as they frequently fall off children's clothing onto the floor. Young children may place them in their mouth and choke. The following risk mitigation strategies will be implemented:

- Teachers and educators are not permitted to apply or reapply essential oil products such as sticker patches to children.
- Parents/guardians are able to affix patches to their child's clothing at home before their departure to centre or immediately upon their arrival at centre.
- When essential oil sticker patches are used, teachers and educators will ask parents/guardians for the product name in order to source a Safety Data Sheet (SDS) for centre chemical register/folder.
- Teachers and educators will immediately dispose of patches when they have been located on the ground and remove patches from children's clothing before sleep and rest routines.