



Administration of Medication Policy

Indooroopilly Montessori Children's House

Date: Sept 2004

Dates Reviewed: Feb 2006, Oct 2007, Feb 2008, **June 2009**

Rationale

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. It is a responsibility that must be taken seriously, due to the potential health risks and litigation issues that may arise as a result of incorrect administration. Accuracy is a priority.

Aims

We aim to:

- ◆ ensure the medical needs of each child be met safely and without risk
- ◆ ensure medicine is stored and administered in a safe manner
- ◆ ensure that parents and staff follow correct procedures to assist in the safe storage and administration of medication.

Implementation

Parents will:

- ◆ be informed about the correct procedure for the storage and administration of medicines
- ◆ hand the medication to be administered to the child's classroom staff
- ◆ write down full instructions for the administration of the medicine including date, child's name, name of medicine, dosage, time required and signature on the "Authority to Administer Medication" form in the classroom.
- ◆ ensure that a pharmacy label with full instructions is attached to both prescription medicine and over the counter medicine including nappy creams and teething relief
- ◆ confirm the child was given the required medication by checking the medication form in the classroom when collecting the child from the Centre
- ◆ collect the medication from the child's classroom staff on departure
- ◆ provide an accompanying Doctor's letter with **long term** medication stating the use, amount and period required (to be reviewed 6 monthly), and
- ◆ provide a doctor's copy of Anaphylaxis Action Plan for child with allergies/anaphylaxis.

Classroom staff will:

- ◆ check the classroom medication form and set the alarm for the administration of medication

- ◆ place the medication in the locked box in the fridge or in classroom medicine cupboard
- ◆ administer the medication in the presence of another staff member who will check the details and dosage being given
- ◆ ensure both staff members sign the medication form after the medication has been administered
- ◆ return the medication to the locked box in the fridge or to the classroom medicine cupboard
- ◆ check the child's enrolment form for signed parental permission before administering paracetamol, and
- ◆ not administer any medication to a child if full written instructions are not provided by parents .and a pharmacy label is not attached to the medication

All Staff will:

- ◆ be sensitive to any relevant cultural views of parents on child health and protection where family practices differ from those at the Centre (some parents oppose the use of Paracetamol)
- ◆ be aware of the alternatives for reducing fever (other than by giving Paracetamol)
- ◆ follow directions regarding medication administration as stipulated in written instructions from parents, and
- ◆ not be permitted to give injections or suppositories to children except in the case of an EPI PEN during an anaphylaxis attack.

Sources

Staying Healthy in Childcare - Australian Government National Health and Medical Research Council, Dec 2005, 4th Edition. 10
National Health and Research Council – www.nhmrc.gov.au