

# Medical Administration Policy

## Introduction

The Y Canberra Region is committed to the safe administration of medication to all participants, children and young people across our Y Canberra Region locations.

## Objectives

To assist in the recovery of an unwell participant according to instructions provided by a medical practitioner.

To outline the procedures required for safe administration of both prescribed and un prescribed medication to participants, children and young people by Y People

To outline the procedures and responsibilities to a parent / guardian role to support medication administration and wellbeing of participants while participating at a Y Canberra Region Location

Medication will be administered based on the following principles:

- The right participant, child or young person
- The right medication
- The right dose
- The right method
- The right date and time

## Policy

**Medication record** - A medication record is required for participants for medication to be administered.

The details to be recorded are:

- a) the name of the participant;
- b) the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the participant’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 participant—
  - i) the dosage that was administered; and
  - ii. the manner in which the medication was administered; and
  - iii. the time and date the medication was administered; and
  - iv. the name and signature of the person who administered the medication; and
  - v. the name and signature of the person that checked the dosage and administration.

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Ref #	Owner	Internal/External	Approved	Last Amended	Status
R004	Children’s Services Executive Manager	External	November 2020	June 2020	APPROVED

## Administration of Medication

Medication (including prescription, non-prescription and homeopathic medications) will NOT be administered without parent / guardian authorisation and be prescribed by a medical practitioner.

Full disclosure of all relevant information is required to manage the medical or health condition during the time the participant, child or young person attends the service, including status of the child's health and details of possible side effects of the medication and any allergy reports, asthma plans or details of ongoing conditions and/or treatment.

Medication Administration is authorised when authorisation...

- a) is recorded on the authority to give Authority to Give Medication Form by the parent / guardian; or
- b) is labelled and recommended by a medical practitioner
- c) in the case of an emergency, is given verbally by—
  - i. a parent or a person named in the participant's enrolment record as authorised to consent to administration of medication; or
  - ii. if a parent / guardian or authorised person nominated in the enrolment record cannot reasonably be contacted
  - iii. in the circumstances, a registered medical practitioner or an emergency service.

In the case of an Anaphylaxis or Asthma, emergency medication may be administered without authorisation. In this circumstance a parent / guardian of the participant and emergency services must be notified as soon as practicable.

Participants, children and young people who are receiving medication must have completed a full dose over a 24-hour period before returning to the service.

### NOTE:

Paracetamol & Ibuprofen or any other fever reducing medication, will NOT be administered to a participant, child or young person without a prescription from a medical practitioner outlining the reason for it being prescribed. (Staying Healthy in Child Care 5th Edition, (2012))

Aspirin will NOT be administered to a participant, child or young person by Y People (Staying Healthy in Child Care 5th Edition, (2012))

## Self-Administration of Medication

A participant over preschool age may self-administer medication with authorisation from the parent / guardian. It is required to be recorded in the authority to give Authority to Give Medication Form. (See Medical Conditions Policy)

## Procedure for Administration of Medication

- a) Medication can only be administered by a Diploma Qualified Educator, Coordinator, Nominated Supervisor / Manager / Responsible person in Day to Day Charge and who is also First Aid qualified; and
- b) Any medication administered to a participant by the service must be administered—

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- i. if the medication has been prescribed by a registered medical practitioner, from its original container, bearing the original label with the name of the participant or young person to whom the medication is to be administered, and before the expiry or use by date; or
- c) the medication must be administered in accordance with any instructions—
  - i. attached to the medication; or
  - ii. any written or verbal instructions provided by a registered medical practitioner; and
- d) the following must be checked by a witness, a person other than the person administering the medication—
  - i. the dosage of the medication to be administered;
  - ii. the identity of the participant to whom the medication is to be administered.
- e) the medication administration must be recorded in the authority to give medication record and signed by both witness and administrator

**Prior to medical administration:**

- i. It is important for medication administration to be a positive and calm experience. Y People are required to ensure the participant is moved to a comfortable, private space.
- ii. Y People will engage with the participant or young person about what is happening and why.

After medication administration the participant is monitored (during play) for 30 minutes to ensure there is no adverse reaction.

**Administration Non – Prescribed Medical e.g. Paracetamol & Ibuprofen, Teething Gels and Medicated Nappy Creams**

All "Pharmacy Only" non-prescribed labelled medication is required to be accompanied with instructions from a medical practitioner.

Any request for administration of pain relieving medications must be accompanied by a doctor's prescription and letter stating the need for the medication and confirming the participant is not diagnosed with a contagious illness.

When a temperature develops, a parent / guardian / authorised person is required to collect the participant within 30 minutes (see Child Health and Wellbeing Policy).

An unwell participant or young person may be required to be picked up at the Nominated Supervisor / Manager's discretion.

In the event of it being disclosed that Paracetamol or Ibuprofen was given to a participant, children or young person prior to attending the Nominated Supervisor / Manager can refuse entry

**Assessing the Need for Medication**

Any Y Person administering medication should consider the following questions and seek further advice if their concerns in relation to any of these

- Is the participant, child or young person taking a safe combination of medications?
- Are you aware of why the participant is requiring medication?
- Is the medication appropriate to the symptoms or illness?
- Is the expiry date and timeframe of the medication current?
- Have you discussed the need for medication with the parent?
- When was the last dosage administered to the participant?

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## Storage and Disposal of Medications

All medications will be kept out of the participant's reach. They will be stored...

- In medication container or box
- a designated site
- In fridge

School aged participant's may store asthma medication in their school bags and access it as per Asthma Action Plan provided to the service.

Parents / guardians are responsible for collecting the medication.

Any medicines left at the service will be returned to the parents / guardians as soon as possible, even if the medication has expired, for their disposal.

Any prescribed or non-prescribed medication NOT collected by the parent / guardian will be disposed of at a local community chemist within a 2 week period.

## Side effects and medical emergency

All medications have the potential to cause side effects. These details are noted either on the label of the medicine or in leaflet notes. Parent / Guardians are required to provide these details.

If Y People have any doubts or concerns regarding medication they are asked to administer, they can contact the Poisons Information Centre on 13 11 26 available 24 hours a day. Advice can also be sought through a pharmacist at a local chemist.

Emergency services will be called in a medical or medicine related emergency.

## Definitions

N/A

## Scope

This policy relates to all Y Canberra Region Services

## Roles and Responsibilities

Department/ Area	Role/Responsibility
Nominated Supervisor / Manager	<ul style="list-style-type: none"> <li>• To ensure Y People are trained in the administration of medications.</li> <li>• To ensure qualified employees are administering medications to participants, children or young people.</li> <li>• To clearly explain to parents / guardians the procedure and requirements for administering medications at the service.</li> <li>• To ensure parents / guardians provide the Medical Condition and Dietary Requirement Form, relevant Medical Action Plans and Medications where required.</li> </ul>

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<b>Y People</b>	<ul style="list-style-type: none"> <li>• Y People must keep all medications out of reach of participants</li> <li>• Y People are required to inform parent / guardians about the provision of storage of medications.</li> </ul>
<b>Parent / Guardians</b>	<ul style="list-style-type: none"> <li>• Parent / guardians must complete the Authority to Give Authority to Give Medication Form each day medication is required.</li> <li>• Parent / Guardians must ensure the instructions on the Authority to Give Authority to Give Medication Form correspond to the instructions of the prescribed label</li> <li>• Parent / Guardians will provide the Authority to Give Authority to Give Medication Form and medicine to a Y Person. <u>MEDICATION IS NOT TO BE LEFT IN PARTICIPANTS, CHILDREN OR YOUNG PEOPLES BAGS.</u> (unless its Asthma medication for school aged children)</li> <li>• Parent / Guardians must be contactable in the case of emergency, questions or adverse reaction from the participant or young person.</li> <li>• Parent / Guardians must notify the Nominated Supervisor / Manager of medical conditions (Diagnosed or Undiagnosed) on enrolment or at any stage during enrolment.</li> <li>• Parent / Guardians are responsible for ensuring their participant, children or young person is excluded for at least 24 hours after starting a course of antibiotics (see Child Health and Wellbeing Policy) and ensuring a participant, children or young person has no signs or symptoms of illness on return.</li> <li>• Siblings are required to have separate prescriptions and separate medicine containers</li> <li>• It is the Parent / Guardian / Authorised Person's responsibility to collect the medication on departure.</li> </ul>

## Monitoring, Evaluation and Review

This policy will be reviewed at a minimum of every 2 years or as required.

## Supporting Documents (Policies, Procedures, Legislation)

- First Aid
- Medical Conditions
- Participant Health and Wellbeing
- Asthma Management
- Allergies and Anaphylaxis
- Authorisation to Give Authority to Give Authority to Give Medication Form
- Medical Condition, Dietary and Behaviour Support Requirements Form

## References:

- National Law: Section 16, Regulations 92-96, 178, 181-184
- Australian Government Department of Health and Ageing – National Medicines Policy website [www.health.gov.au](http://www.health.gov.au) website last accessed 22.6.10
- Staying Healthy in Child Care 4th Edition Page 21
- Education and Care Services National Regulations (92-96)

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