



Medication Administration Policy

“Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child’s needs for medicines, and for keeping this information up-to-date.”

Objective: Belinay Early Learning Center maintains a strict Illness and Sickness policy and an Infection Control policy to prevent the spread of infections at the Nursery. Sick children need to be at home as sick children are best cared for at home where they are most comfortable and well rested.

Policy: To ensure that unessential medication is not brought into the nursery and sick children requiring medication are kept at home where they are best cared for.

Procedure: BELC will have a full-time DHA licensed nurse on board. We will also have designated spaces for First aid boxes and medicines.

Medicines should only be taken to (school or) settings when essential; that is, where it would be detrimental to a child’s health if the medicine were not administered during the (school or) setting day’.

- Medication prescribed by a treating doctor
- Medication required during emergency

To uphold the policy, we must ensure the following:

Prescribed medication:

- Medicine should be handed over to the Nurse of the setting.
- It should have the child’s name and dosage on the bottle.
- Medicine must be in its original containers.
- A form must be filled for parental consent stating dose, frequency and duration of the medicine.
- The nursery will not administer a dosage that is more or less than the recommended one on instructions unless accompanied by a doctor’s written confirmation.
- Antibiotics should be administered by the parent/care giver in the first 24 hours, and the child is recommended to stay at home during that time and can only come

to school the following day if ruled out to be not infectious by the doctor or the nursery's Nurse.

- The parent must bring a written copy of the doctor's prescription of the medicine to be given.

Non-prescribed medicines:

- The Nursery will not administer any medication that has not been prescribed for more 3 days.
- Antibiotics will not be administered.
- A form must be filled for parental consent stating dose, frequency and duration.
- The parents should provide information on any medical known allergy, reactions, contraindication to any medicine to the staff/ nursery's Nurse.

Emergency medication:

Medication that may be administered in an emergency situation is limited to the following:

- Epinephrine for acute allergic reaction (anaphylactic shock),
- Paracetamol
- Administration of metered dose inhalers
- Antihistamine cream
- Parents' consent should be obtained for their children receiving medication during emergency conditions; a form should be filled and kept on record.

Oral Paracetamol administration:

- If a child experiences a high temperature whilst at the center, the staff will attempt to cool the child naturally i.e., try to bring down the temperature by using other means other than medication e.g., tepid sponging, removing excess clothes and applying fever cool plasters.
- If the staff still cannot reduce the high temperature, parents will be contacted and informed and verbal consent for paracetamol administration obtained, prior consent for emergency medicine administration should have been obtained during registration.
- Staff will record medication administered.
- Once paracetamol has been administered parents will be required to collect the child to monitor at home or for further medical advice.

Important to Note:

- Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).
- Medicine (both prescription and non-prescription) must only be administered to a child where written permission for that particular medicine has been obtained from the child's parent. You must only give this medication when requested to do so by a parent and where there is an accepted health risk to do so. This medication should not be given routinely, and blanket consent should not be given by a parent to cover all nonprescription medication.
- Keep a written record each time a medicine is administered to a child, and inform the child's parents or carers on the same day, or as soon as reasonably practicable. The Nursery's Nurse must maintain a written record of the medication administered detailing:
 - Prior written permission from parents
 - Name of the child
 - Date of birth of the child
 - The date
 - The name of the medicine
 - The time and frequency of administration
 - Member of staff's signature
 - The dosage
 - Parental acknowledgement
 - Signature of the Nursery's Nurse.
- It is good practice to have the dosage and administration of medication witnessed by a second adult. Staff must not usually give a non-prescribed medicine to a child unless there is specific prior written permission from the parent.
- Medicines should be stored in their original containers, clearly labeled and inaccessible to children. Consider that some medicines need to be refrigerated.
- Staff should not dispose of medicines. Parents are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.
- Conditions such as Asthma should be listed in the Medical Section of the Registration form and medicine authorization form to be filled and signed before the Nurse is handed over any inhalers or medication for Asthma.

- Medical Log containing all medical authorization forms must be maintained by the Nursery Nurse.

WHERE
LITTLE MINDS
BLOSSOM

