



Valley View Kindergarten

Medication Conditions Policy/Procedure

Issue: 4
Date: 01/07/2022
Review: 01/07/2024

Any child with significant health issues will be required to have the appropriate forms completed by a doctor prior to the child being left under staff supervision. This ensures the well-being of the child.

Medication definition

In this procedure, 'medication' includes all prescribed, non-prescribed, over the counter and alternative therapies (vitamins, minerals, supplements) that are administered in an education and care setting.

Duty of Care

The education and care service has a duty of care to take reasonable precautions during the period of care to minimize risks.

For medication, 'reasonable precautions' includes making sure:

- The child is presenting for their medication administration
- The medication administered as directed in the medication agreement
- All medication rights are met – see attached 'medication rights' checklist.

Un-medicated creams, balms or drops

Education and care staff can apply un-medicated products, including sunscreen, nappy rash cream and lip balm at the request of the parent or guardian. The parent or guardian must give clear instruction on when and how much to administer.

This is documented by the family on an agreement form signed by the family and staff complete the medication log every time the un-medicated cream is applied

General use emergency response medicines

Education and care services can store and administer medications for emergency response such as an EpiPen and Ventolin.

Pain relief such as paracetamol are not permitted in education and care services as medication for first aid as they can mask signs and symptoms or serious illness or injury.

Parental Responsibilities:

- Ensure staff have up to date emergency contact information.
- Ensure staff are fully informed of any health issues for your child.
- Ensure all details are up to date, documented and where necessary detailed by a doctor.

Health Care Plans e.g. asthma, allergic reactions, anaphylaxis, seizures, eczema,

Families are requested at the Induction session they attend at Valley View Kindergarten to provide the kindergarten with a Health Care Action Plan from their child's doctor / specialist prior to their familiarization visits or preschool commencement (if they did not attend familiarization sessions) so that we can ensure the child's well-being during their time at the centre. This enables us to complete a Health Support Plan and a Safety and Risk Management Plan for each child and plan for any training or seek further information that may be required.

Families are to provide the required medication which is stored in the child's 'medical box' in the first aid cupboard along with their Health Care File. Families must sign the medication Log when medication has been administered during the day.

It is the family's responsibility to have the Health Care plans and Medication agreement(s) reviewed and updated every 12 months and/or provide the kindergarten with a copy of a revision plan.

Where a review date has expired the medication agreement remains valid until an updated form is received. A review date is not an expiry or end date.

Where an end date is included on the form, the medication agreement is no longer valid when that date has passed. A new medication agreement must be completed.

Authority to Administer Medication

- Medication cannot be administered without written advice on a medication agreement (with the exception of emergency medication for anaphylaxis and asthma)
- Parents will provide the staff with a completed medication agreement form signed by themselves, or in the case of a controlled drug, signed by the treating physician. This will specify the date, name of the medication, the dosage and the time to be given. Each entry must be signed by the parent
- Medication needs to be taken out of children's bags and given directly to staff to be signed in and stored safely
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form
- Medication must be provided in the container in which it has been dispensed which indicates:
 - the child's name
 - the date of dispensing
 - the name of medication
 - strength of the medication
 - the dosage
 - when the dose should be given
 - other administration instructions (such as to be taken with food)
 - expiry date
 - prescribing doctor's name
 - date
- Written instructions must match the label exactly
- 'First dose' of any medication cannot be administered by staff
- Children will be supervised at all times taking medication and only one child at a time will be administered their medication
- Eye drops, ointments and ear drops cannot be administered by staff
- Over the counter medication e.g. Panadol, must have a chemist label attached with the above information. A medication agreement can be completed by parent or guardian only. If pain relief medication needs to be administered more than 72 hours in a week, a health professional must complete the agreement section

Refusal to take Medication

If a child refuses to take their medication, the family will be called immediately.