



Administering of Medication Policy

POLICY STATEMENT

The aim of this policy is that all nannies and babysitters within the agency can safely administer any medication as necessary to children with the written authority of the child's parents. It is important to follow strict procedures to promote the health and wellbeing of each child using the service. The policy will cover the administration of both prescribed and non-prescribed medication to children under the care of Annie's Nannys and Babysitting Agency. This policy applies to all nannies, babysitters, children and others using our service or attending our events within the community.

Annie's Nannys and Babysitting Agency is committed to:

- Providing a safe and healthy environment for all children, nannies, babysitters and other people attending the agency and using our services.
- Responding immediately to the needs of a child who is ill or becomes ill while under the care of an Annie's Nannys and Babysitting Agency.
- Ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements.

Medication including prescription, non-prescription, over the counter and homeopathic medications must not be administered to a child at a service without the authorisation of a parent or guardian or person with the lawful authority to consent to the administration of medical attention to the child.

In the case of an emergency it is acceptable to obtain verbal consent from a parent or guardian, or to obtain consent from a registered medical practitioner or medical emergency services if the child's parent or guardian cannot be contacted. In the case of an anaphylaxis or asthma emergency medication may be administered to the child without authorisation following the direction of the child's medical management plan. In this circumstance the child's parent or guardian and/or emergency services must be contacted as soon as possible.

When nannies and/or babysitters are required to administer medication, they must abide by specific regulatory requirements such as written consent and must follow the guidelines of this policy and procedures.

A medication record must be completed with the following information:

- a) The name of the child the authorisation to administer medication (including self-administration if applicable) signed by a parent or guardian or a person named in the child's enrolment record as authorised to consent to administration of medication.
- b) The name of the medication to be administered.
- c) The time and date the medication was last administered.
- d) The time and date or the circumstances under which the medication should be next administered.
- e) The dosage of the medication to be administered
- f) The way the medication is to be administered
- g) If the medication is administered to the child:
 1. The dosage that was administered
 2. The way the medication was administered
 3. The time and date the medication was administered
 4. The name a signature of the person who administered the medication

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
 - Specific Regulations: 92, 93, 94, 95, 96
 - Related Regulations: 90, 91, 160, 161, 162, 168, 177, 178, 181–184
- National Quality Standard, Quality Area 2: Children's Health and Safety
 - Standard 2.1: Each child's health is promoted
 - Elements 2.1.2 and 2.1.4

DEFINITIONS

Approved first aid qualification: A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.cecqa.gov.au

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the activities or program included in the service.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated by health authority as a disease that would require the infected person to be excluded from an education and care service.

Injury: Any harm or damage to a person.

Medication (prescribed): Medicine, as defined in the *Therapeutic Goods Act 1989* (Cth), that is

- Authorised by a health care professional
- Dispensed by a health care professional with a printed label that includes the name of the child being prescribed the medication, the medication dosage and expiry date.

Medication (non-prescribed): Over-the-counter medication, including vitamin and cultural herbs or homeopathic medication that may have been recommended by an alternative health care professional such as a naturopath.

Medication record: Contains detail for each child to whom medication is to be administered by the service. This included the child's name, signed authorisation to administer medication and recorded of the medication administered, including time, date, dosage, manner of administration, name and signature of person administering the medication.

RESPONSIBILITIES AND ACCOUNTABILITY

Agency Director (Annie's Nannys and Babysitting Agency) is responsible for:

- Ensuring that medication is not administered to a child being cared for by the agency unless it is authorised and the medication is administered in accordance with the procedure prescribed is in accordance with the child's medication record.
- Ensuring that if a child over preschool age at the service is permitted to self-administer medication then an authorisation for the child to self-administer medication is recorded in the medication record for the child.
- Ensuring that a medication record is always available for recording the administration of medication to children at the service.
- Ensuring that parents or guardians are given written notice as soon as is practicable if medication has been administered in an emergency and where authorisation has been given verbally.
- Ensuring that the parent or guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency.
- Ensuring that all nannies and babysitters have a current approved first aid qualification.

- Developing and reviewing procedures for the authorisation and administration of medication required for the treatment or management of long-term conditions.
- Ensuring that all nannies and babysitters are familiar with the procedures for the administration of medication.
- Ensuring that medication records are kept and stored securely until the end of 3 years after the last date on which the child was educated and cared for by the agency.
- Ensuring that each child's enrolment form provides details of the name, address and telephone number of any person who has lawful authority to request and permit the administration of medication to the child.
- Communicating with parents or guardians about the procedures outlined in this policy and the parent or guardian responsibilities when requesting medication be administered to their child, and making the medication record available for parents or guardians to record information during operational hours.
- Ensuring that all details in the medication record have been completed by parents, guardians or authorised persons prior to administering medication.

Nannies and babysitters are responsible for:

- Ensuring that medication is only given to a child where authorisation has been provided, and medication is administered in accordance with legislation and this policy.
- Ensuring that the parent/guardian of the child and emergency services are notified as soon as is practicable when medication has been administered in an anaphylaxis or asthma emergency.
- Ensuring that medication is not accessible to children and is stored in a childproof container (including in the refrigerator for medications requiring refrigeration)
- Being aware of children who require medication for ongoing conditions or in emergencies, and ensuring that the medical management plans are completed and attached to the child's enrolment form, and displayed for use by those caring for the children (being sensitive to privacy requirements)
- Documenting situations in which an authorised person has provided verbal authorisation but has refused to confirm the authorisation in writing (these notes are to be kept with the child's enrolment record)
- Informing parents or guardians as soon as is practicable if an incident occurs in which the child was administered the incorrect medication or incorrect dose as prescribed in the medication record, nannies forgot to administer the medication or the medication was administered at the wrong time. Nannies must also ensure that any medication that is accidentally dropped is not administered to a child or returned to the original container and that parents or guardians are informed if an incident of this nature occurs.
- Informing parents or guardians that non-prescribed medication (apart from sunscreen) will only be administered for a maximum of 48 hours after which a medical management plan from a doctor will be required for its continued use.
- Administering medication in accordance with the guidelines set out in Procedures for the safe administration of medication. (Found on page 4 of this document)
- Obtaining verbal authorisation for the administration of medication from the child's parents, guardians or authorised person as recorded in the child's enrolment record, or a registered medical practitioner or medical emergency services when an authorised person cannot reasonably be contacted in an emergency
- Ensuring that verbal permission is followed up with a written authorisation as soon as is practicable.

Parents or guardians are responsible for:

- Ensuring that any medication to be administered is recorded in the medication record kept in the nanny's folder where the care is being provided.
- Providing a current medical management plan when their child requires long-term treatment of a condition that includes medication for their child has been prescribed medication to be used for a diagnosed condition in an emergency.
- Ensuring that the details of authorised persons are kept up to date in the child's enrolment form.
- Ensuring that prescribed medications to be administered during care are provided in their original container with the label intact, bearing the child's name, dosage, instructions and the expiry date.
- Ensuring that prescribed medications to be administered during care are within their expiry date.
- Physically handing the medication to a staff member and informing them of the appropriate storage and administration instructions for the medication provided.
- Clearly labelling non-prescription medications and over-the-counter products such as sunscreen and nappy cream with the child's name. The instructions and use-by dates must also be clearly visible.

- Ensuring that no medication or over-the-counter products are left within children's reach.
- Informing the agency if any medication has been administered to the child before the nanny arrived and if the administration of that medication is relevant to or may affect the care provided to the child.
- Ensuring that their child's enrolment details are up to date and providing current details of people who have lawful authority to request or permit the administration of medication.

PROCEDURE

The nanny providing care for the child is responsible for the administration of any medication. They must hold a current approved childcare first aid qualification. They all are required to check the details including dosage and the identity of the child who is given the medication before administering the medication. Prior to administering the medication, it is vital for the nanny to check if the child has any allergies to the medication being administered.

Safe administration of medication

1. Wash and dry hands thoroughly before administering any medication. If appropriate gloves are recommended wherever possible.
2. Check the medication record to confirm date, time, dosage and the child to whom the medication is to be administered.
3. Check that prescription medication:
 - a. Is in its original container bearing the original label and administration instructions.
 - b. Is the correct medication as listed in the medication record.
 - c. Has the child's name on it if the medication was prescribed by a registered medical practitioner.
 - d. Is the required dosage as listed in the medication record.
 - e. Has not passes its expiry date.
4. Check that non-prescribed medication:
 - a. Is in its original container bearing the original label and administration instructions.
 - b. Is the correct medication as listed in the medication record.
 - c. Is the required dosage as listed in the medication record.
 - d. Has not passed its expiry date.
5. When administering the medication ensure that:
 - a. The identity of the child is confirmed and matched to the specific medication
 - b. The correct dosage is given
 - c. The medication is administered in accordance with the instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.
 - d. Nannies complete the medication record (Regulation 92(3)(h)) and store any remaining medication appropriately such as in the refrigerator if required
 - e. The nanny informs the parent or guardian on arrival home that medication has been administered and ensures that the parent or guardian completes the required details in the medication record.

Administration of medication for ongoing medical conditions

Where a child is diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/guardians may authorise the administration of the medication for a defined period (up to six months). In these cases:

- a medical management plan completed by the child's doctor should be provided and attached to the child's enrolment form (or on display, where appropriate)
- the medical management plan should define:
 - the name of the medication, dosage and frequency of administration
 - conditions under which medication should be administered
 - what actions, if any, should be taken following the administration of the medication
- when medication is required under these circumstances, nannies should:
 - follow the procedures listed above

- ensure that the required details are completed in the medication record
- notify the parents as soon as is practicable.

Administration of paracetamol

There may be times when a child develops a fever while under care of the agency. When this occurs, there may be a need to administer paracetamol.

A high fever in a young child can be a sign of infection and must be investigated to find the cause. However, fever itself is not necessarily an indicator of serious illness. The normal temperature range for a child is up to 38°C. Fevers are common in children and if the child appears happy and well there is no need to treat a fever but it is important to watch the child for signs that the fever is a symptom of an illness that may worsen.

In the case of a high fever, parents or guardians will be notified and asked to return home as soon as possible to take the child to a doctor or hospital, or an ambulance will be called. While the educator/nanny is waiting for the parent or guardian they will use measures such as removing clothing and encouraging the intake of fluids to keep the child cool, comfortable and well hydrated.

Paracetamol is not appropriate first aid or emergency treatment and will be treated as any other medication including requiring prior written and signed consent for its administration.

If parents or guardians request that educators/ nannies administer paracetamol, educators/nannies should:

- administer only to a child who has a temperature above 38.5°C and is in discomfort or pain
- administer only one dose of paracetamol in any instance
- use preparations that contain paracetamol only not a 'cold and flu' or combined preparation
- use only single doses, disposable droppers or applicators and only use once per child
- Be aware that there are numerous dose forms and concentrations in paracetamol for children and administer the most appropriate concentration and dose for the child who is being administered the paracetamol.

Nannies/babysitters will not:

- in any circumstance administer paracetamol to a child under the age of six months while in the care of the service (an infant with acute fever must be treated as a medical emergency)
- Administer paracetamol for mild fever (under 38.5°C), gastroenteritis or as a sedative.