



Outside School Care NT

OSC NT PS. 2 – Administration of Medication Policy

Policy Description	This document sets out the guidelines to be followed by OSC-NT staff for the administration of medication to children attending a service
Key Point	No medication is to be administered to a child without a signed written authorisation from the child's parent/guardian and by referring to the medical conditions record held for the child. This includes all medication including over the counter products such as children's panadol.
1.0 Administering medication without consent	Any staff found to administer any type of medication without the necessary prior approval or referring to the child's medical conditions record or confirming a written parent/guardian authorisation is held by the service will be subject to disciplinary action.
2.0 Administration by First Aid holders only	Medication is to be administered only by a staff member holding a current and valid first aid certificate.
3.0 Medical Conditions record held for child	Children attending with a known medical condition which requires the administration of medication, either by staff or by self-medication, must have details of the underlying condition and details of the medication included within their enrolment records.
3.1 Written Authorisation held	Signed and dated written authorisation from the child's parent/guardian must be held in cases where staff will be required to administer medication or supervise self-medication by the child.
3.2 Exception to the authorisation requirement – anaphylaxis or asthma emergency	Medication may be administered without authorisation in the case of an anaphylaxis or asthma emergency. As soon as practicable, the following must be advised: <ul style="list-style-type: none"> i) Parent/Guardian ii) Emergency services
4.0 Checks required before administering medication	As well as ensuring that mention of the medication to be administered is held in the child's records AND a written authorisation is held, staff must ensure: <ul style="list-style-type: none"> a. The medication has been prescribed by a registered medical practitioner b. That the medication is in it's original container and includes <ul style="list-style-type: none"> i) The child's name; and ii) dosage to be administered; and iii) the container includes the use by or expiry date
4.1	If there is any doubt on the points outlined in point 4.0, contact should be made with child's parent/guardian and/or medical practitioner.
4.2 Cross checks required by a second person	Before the medication is administered a second person should sight the medication and dosage to be administered AND confirm the identity of the child to whom the medication belongs.
5.0 Self Administration	Supervision of children who self administer must take place –with a staff member. A written authorisation form is to be filled out allowing the child to self administer their own medication. A staff should always witness the child self administering the medication and ensure that <ul style="list-style-type: none"> A) That the medication is in it's original container and includes

	<ul style="list-style-type: none"> i) The child's name; and ii) dosage to be administered; and iii) the container includes the use by or expiry date
6.0 Storage of medication	<p>If at parent requests medication is to be kept at the service, the Director and staff must ensure that the medication is stored under lock and key in a secure area or dedicated cupboard.</p> <p>Medication MUST be stored in its original container with the relevant child's name and dosage clearly labelled.</p>
Related Policy and Procedures, Forms or Checklists	<p>Authorisation to Administer Medication Form Authorisation to Self-Administer Medication Form Medical Conditions Policy</p>
Specific Information for Parents:	<p>A written authorisation and details required in scenarios in which OSC-NT staff will be required to administer medication to a child/ren.</p>
Sources/References:	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017: regulations 90-96 2. National Quality Standards 3. National Education and Care Services Law 2010 4. National Quality Framework. www.acecqa.gov.au 5. National Quality Standards February 2018, standards 2.1, 2.1.1, 2.1.4, 2.3, 2.3.2
Version Control/Updates:	<p>Version: 1.0 December 2013</p> <p>To be reviewed and updated by: June 2014</p> <p>Version 2.0 July 2014</p> <p>To be reviewed and updated: July 2015</p> <p>Version 3.0 July 2015</p> <p>To be reviewed an updated: July 2016</p> <p>Version 4.0 July 2016</p> <p>To be reviewed and updated: July 2017.</p> <p>Version 5.0 September 2017</p> <p>To be reviewed and updated: September 2018</p>