

D-20 Medication

NQS

QA. 2.1	Health.
QA. 2.2	Safety.
QA. 4.2.2	Professional standards.
QA. 6.1	Supportive relationships with families.
QA. 6.1.1	Engagement with the service.
QA. 6.2.2	Access and participation.
QA. 7.1.2	Management systems.

National Regulations

Reg. 92	Medication record
Reg. 93	Administration of medication
Reg. 94	Exception to authorisation requirement—anaphylaxis or asthma emergency
Reg. 95	Procedure for administration of medication
Reg. 96	Self-administration of medication
Reg. 136	First aid qualifications
Reg. 160	Child enrolment records to be kept by approved provider and family day care educator
Reg. 161	Authorisations to be kept in enrolment record
Reg. 162	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider

My Time, Our Place

LO. 1	Children have a strong sense of identity
	Children feel safe, secure, and supported
LO. 3	Children take increasing responsibility for their own health and physical wellbeing

Policy Statement

We aim to ensure the proper care and attention of all children through following specific guidelines regarding all medications administered to the children. To ensure the interests of educators, children and parents are not compromised; medication must be in its original packaging and will only be

administered with the explicit permission of the parents or, in the case of an emergency, with the permission of a medical practitioner (Regulation 93).

Related Policies

- THE KIDS CASTLE Policy A-4: Enrolment
- THE KIDS CASTLE Policy A-10: Acceptance and Refusal of Authorisations
- THE KIDS CASTLE Policy A-11: Maintenance of Records
- THE KIDS CASTLE Policy A-17: Privacy and Confidentiality
- THE KIDS CASTLE Policy D-1: Dealing with Medical Conditions
- THE KIDS CASTLE Policy D-10: First Aid
- THE KIDS CASTLE Policy D-16: Asthma
- THE KIDS CASTLE Policy D-17: Anaphylaxis

Authorisation Requirements

- Name of the child
- Authorisation signed by a parent or authorised nominee
- Name of the medication to be administered
- Time and date the medication was last administered
- Time and date or circumstances when the medication should next be administered
- Dosage of the medication
- Manner in which the medication is to be administered

Medication must be handed directly to the Responsible Person on arrival and must not be left in children's bags. All medication will be clearly labelled and stored securely out of reach of children. Medication requiring refrigeration will be stored in a locked container within the refrigerator, while other medication will be stored in the locked first aid cupboard.

Administration of Medication

Medication will only be administered by the Responsible Person or Nominated Supervisor on duty who holds a current First Aid qualification and has been authorised to undertake this task within the service. Other educators are not permitted to administer medication unless they are the Responsible Person placed in charge of the service at that time. This procedure ensures consistency, accountability and safe practice in accordance with Regulation 95.

Prior to administering medication the Responsible Person will:

- Confirm written authorisation from the parent or authorised nominee
- Verify the child's identity
- Check the medication label for the child's name, dosage instructions and expiry date
- Ensure the medication is in its original packaging
- Confirm the dosage and instructions align with the authorisation or medical management plan

Where medication forms part of a medical management plan (for example asthma, anaphylaxis, allergies or other diagnosed medical conditions), the Responsible Person will follow the instructions outlined within the child's individual medical management plan provided by a medical practitioner. Before administering medication, the Responsible Person will confirm the correct dosage with another educator who will witness the administration to support safe practice.

Recording of Medication

- Name of the child
- Name of the medication
- Dosage administered
- Method of administration
- Date and time the medication was administered
- Name and signature of the Responsible Person administering the medication
- Name and signature of the educator witnessing the administration

Parents or authorised nominees will be informed as soon as practicable when medication has been administered to their child.

Under no circumstances will medication be administered by children or other educators unless specifically permitted within an individual medical management plan and authorised by the Nominated Supervisor.

Self Administration of Medication

In circumstances where a child has written permission to self administer medication in accordance with Regulation 96, this must be supported by an individual medical management plan from a medical practitioner outlining procedures for safe storage, supervision and recording that the medication has been administered.

Sources: Education and Care Services National Regulations 2011; National Quality Standard; My Time, Our Place Framework for School Age Care in Australia.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia
- Children (Education and Care Services National Law Application) Act 2010 • Privacy Act 1988

Endorsed 14.02.2026

Review Date 14.02.2027-