

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

Procedure

As per Regulation 95, if medication is administered to a child being educated and cared for by a service, the medication must only be administered:

- if the medication has been prescribed by a registered medical practitioner, The medication must be in its original container, bearing the pharmacist label with the name of the child to whom the medication is to be administered, expiry or use by date; or
- from its original container, bearing the original label and instructions and before the expiry or use by date

Non-prescription medication will only be administered at the Centre from its original container bearing the original label and instructions for administration with written authorisation from parent .

Medication will only be administered by the Certified Supervisor or First Aid Trained staff member during service operating hours.

Written authorisation from the parent or guardian must be sought prior to medication being able to be administered, or for a child to self-administer medication. Verbal approval of a medical practitioner or parent/guardian may be accepted in the case of an emergency, as per Regulation 93. Authorisation from anyone other than the parent/ guardian or medical practitioner cannot be accepted.

Under Regulation 94, medication may be administered to a child without an authorisation in the case of an anaphylaxis or asthma emergency. If medication is administered under this regulation, the approved provider or Nominated Supervisor must ensure that both the parent of the child and emergency services are notified as soon as practicable.

Parents who require medication to be administered to their child at the Centre must complete the *Authorisation to Administer Medication Form* (see A-10 Acceptance and Refusal of Authorisations Policy) providing the following information:

- the name of the child

- the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication
- the name of the medication to be administered
- the time and date the medication was last administered
- the time and date, or the circumstances under which, the medication should be next administered
- the dosage of the medication to be administered
- the manner in which the medication is to be administered

The Nominated Supervisor or Responsible Person will ensure the details on the form are clear and clarify any questions they may have prior to accepting the authorisation.

Medication must be given directly to the Responsible Person and not left in the child's bag. The medication will be clearly marked and stored out of reach of children. Medication that requires refrigeration, will be stored in a locked box in the fridge, all other medication will be stored in the locked first aid cupboard.

If anyone other than the parent is bringing the child to the Centre, written authorisation from the parent, or other authorised nominee, including the above information, must accompany the medication.

An exception to the procedure is applied for asthma medication in which case the child may carry their medication on their person with parental permission. Where the child carries their own asthma medication, they must report their use of the puffer to an educator as soon as possible after administering. The Centre will maintain a record of this medication administration including the time, the educator advised and if the symptoms were relieved.

Administration of Medication

Before medication is given to a child, the Responsible Person (holding a current First Aid Certificate) administering the medication will verify the correct dosage with another staff member who will also witness the administration of the medication.

After the medication is given, the Responsible Person will record the details on the *Medication form on the Xplor Playground App*, including:

- the dosage that was administered
- the manner in which the medication was administered
- the time and date the medication was administered
- the name and signature of the person who administered the medication the name and signature of the person who verified and witnessed the administration of the medication

Where a medical practitioner's approval is given, an educator will complete the *Authorisation to Administer Medication Form* and write the name of the medical practitioner for the authorisation.

Where medication for treatment of long term conditions such as asthma, epilepsy, or ADHD is required, the Centre will require an individual medical management plan from the child's medical

practitioner or specialist detailing the medical condition of the child, correct dosage and how the condition is to be managed in the service environment.

To support children to take increasing responsibility for their own health and wellbeing, specific consideration will be given to children who are carrying medication in their school bags to self-medicate, only when written authorisation has been provided by the parents/guardian (Regulation 96). In the event of a child having permission to self-medicate, this must be detailed in an individual medical management plan including recommended procedures for recording that the medication has been administered. This plan must be provided by the doctor. As far as the centre is concerned there are no one-off circumstances, the service will not make an exception to this rule and will require the parents to complete the procedure for the educators to administer the medication.

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 09.04.2026

Review Date 09.04.2027