



Mobile: 0401 739 629

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Medication Procedure

Parents must ensure the centre is informed of any information regarding their child's health. This includes providing copies of any relevant information provided by health professionals for your child's records; any diagnosis of a health or medical condition; allergy reports; asthma plans; or details of ongoing conditions, triggers and/or treatment.

If a child requires medication to be administered during their time at the service parents are responsible for:

- Completion of all areas of the Authorisation to Administer Medication Form, which will be witnessed, co-checked and co-signed by any A Club For Kids educator.
- Handing over the medication to any A Club For Kids educator and verbally provide any relevant information regarding the status of the child's health and details of possible side effects of the medication.

Other medications to be administered other than prescription medication (including natural remedies and over the counter medication) must be in writing from your health professional/pharmacist and be in their original container and within the use by date.

If the educators have any queries regarding parent's instructions an educator will telephone the parent for clarification and then amend the Authorisation to Administer Medication Form. Parents will be asked to co-sign this amendment upon return to the service.

When collecting your child parents must co-sign the Authorisation to Administer Medication Form, checking staff entry details to ensure that the details correspond with the original written instructions.

Parents must ensure that under no circumstances medications are left in a child's bag. This poses a serious health risk to other children in the centre. If the child appears unwell staff may ask you to take your child home and provide a clearance from your doctor before the child can return to the service.



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Administering medication

Educators will only administer medication under direct specific written administering guidelines provided by a medical practitioner. When medication needs to be administered by educators at the service, it is the parent's responsibility to ensure all relevant information is documented, such as "before food, after food etc". Failure by parents to supply the appropriate medication under the conditions outlined may result in the Centre Director/Coordinator asking the parent or guardian to seek medical attention for the child's symptoms and provide a clearance from your doctor before the child can return to the service.

All medication will be stored appropriately and safely in clearly labelled areas in the condition that is required in relation to the individual medication. Medication that needs refrigeration is kept in the fridge in the kitchen in a clearly labelled medication container.

Antibiotics

Where a child has been prescribed Antibiotics the child must have completed a full 24 hour cycle of the appropriate dosage of the prescribed antibiotic at home, prior to recommencing care.

Where a medical practitioner has not issued specific written "administering medications schedule" specific to the medication being administered the following administration of medication time frames will apply:

- Antibiotics or other medications prescribed four times daily - require a minimum of 6 hours between doses.
- Antibiotics or other medications prescribed three times daily– require a minimum of 8 hours between doses.
- Antibiotics or other medications prescribed twice daily - require a minimum of 12 hours between doses.

All other medications will be administered in accordance with the instructions on the original container or the medical practitioner's specific written instructions for administering the medication.



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Pain relievers

Pain relievers such as but not limited to paracetamol (Panadol, Nurofen, Advil, etc.) will only be administered by educators in an emergency situation for the purpose of reducing a child's temperature when a child has a temperature above 38 degrees and parental permission has been obtained over the telephone. If the parent/s cannot be reached, educators will attempt to contact other authorised persons as stated on the enrolment form. A Club For Kids educators will closely monitor and record the child's temperature and general health within and during 15 minutes intervals. The child who is unwell will be supervised and monitored by an educator at all times until the parent or guardian arrives. When a parent or guardian has given verbal permission to administer a pain reliever for the purpose of reducing a child's temperature the parent or guardian who gave the permission must sign the Authorisation to Administer Medication Form upon arrival at the service.

Skin Conditions Medication and Creams

Educators will administer skin conditions medication and creams ongoing as a preventative measure where required by parents. The parent must adhere to the requirements of providing over the counter medications in clearly labelled original containers with the child's name displayed. A medical management plan outlining the administration requirements must be provided and a demonstration to educators on how and where to administer the skin conditions medication or cream for preventative purposes must occur. Where medication or cream is provided to treat Eczema on an ongoing basis, parents will be required to complete a medical management plan.

Head Lice

Where a child is found to have head lice, parents will be contacted and educators will ensure to minimise head to head contact between children. Effective treatment (when a treatment is used and the lice are dead) is required prior to the child's next booked day in care. There are resources available regarding the effective treatment of head lice on the Department of Health website.