

1. Policy Overview

The Loxton District Children's Centre will only store, supervise and administer medication that has been prescribed by a doctor for the individual child, for the period of time specified. This ensures the medication is medically warranted.

Other medications which can be purchased over the counter without prescription should also be prescribed and labelled to provide staff with directions for applying any medications that must be administered to a child while in their care.

All medications or preparations that are to be administered or applied by the centre staff must be prescribed by a medical professional (ie. doctor / psychiatrist / psychologist) or a label printed by a pharmacist.

2. Implementation

We recognise that some children may be required to take medication during the day to a prescribed schedule. Any child who is required to take medications during their time at a centre must have their medications administered in accordance with this policy. It is the responsibility of families and staff to work together to confirm the necessary medications and dosages and to ensure that they are administered in accordance with this policy.

Definitions

Non-Prescribed	Low-risk registered products are non-prescription medicines. Products in this category are considered to be lower risk than prescription medicines. However, they still require a high level of scrutiny, for example ensuring adequate labelling for appropriate use.
Prescribed	Prescription medicines fit into the sub-category of registered medicines as 'high-risk registered' products. Medicines assessed as having a higher level of risk must be registered (not listed). The degree of assessment and regulation they undergo is rigorous and detailed, with sponsors being required to provide comprehensive safety, quality and efficacy data.
Listed medicines	Listed medicines are usually considered to be relatively benign, so the regulations allow for sponsors to 'self-assess' their products in some situations. The majority of listed medicines are self-selected by consumers and used for self-treatment.
Medication	Medication includes, but is not limited to, eye drops, cough mixture, Asthma pumps, teething gel, prescribed nappy rash cream.
Complementary	Complimentary medicines (also known as 'traditional' or 'alternative' medicines) include vitamin, mineral, herbal, aromatherapy and homoeopathic products. They may either be registered or listed, depending on their ingredients and the claims made.

Staff Responsibilities

Loxton District Children's Centre employees have a responsibility to ensure that:

Loxton District Children's Centre	
Policy ID.	POL-
Version:	1
Review Date:	Dec 2016
Next Review Date:	Dec 2018

- Prescribed medication is written onto the medication form and signed by the child's parents.
- A medication form will be kept in each area to record information; child's name, date, medication name, dosage, time of medication, time of last dose, who administered the medication, person who verified
- Prescribed medication is written into the child's individual health management plan with consent to implement where required.
- Medication is kept in an out of reach/locked cabinet or in the refrigerator.
- Before staff administer the medication they cross check the child's name, with the prescribed name on the medication, check the prescribed dosage, the use by date and then the dosage witnessed by another staff member.
- Medication is not given to a child at a higher dosage than that prescribed on the label.
- Details of medication administered are recorded on the medication form by an authorised person.
- The parent is notified if medication is not administered, for any reason, as soon as practicable.
- Where emergency treatment was provided and oral authorisation given, that written confirmation is received within seven days of this authorisation.

Family Responsibilities

Families attending the Loxton District Children's Centre have a responsibility to ensure:

- Medication is provided in its original container bearing the original label, use by date, the child's name and instructions for dosage and how often to be administered.
- Medication/preparations are given directly to a staff member and not left in the child's bag or locker
- Prescribed medication is written onto the medication form and signed to verify that they have been informed that their child has been provided with their required medication.
- A detail of the last dose of medication is provided to the staff.

Allergies/conditions

- Where children have known allergy/condition (either short or long term) parents are to record the information at the time of enrolment and make staff aware of any reactions/side effects that should be monitored.
- If a child has a severe (life threatening) allergy, the parent's consent will be requested to display a photo of their child in the most appropriate area/s with details and required action.
- For medical conditions such as asthma, severe allergies (anaphylaxis), epilepsy etc. requiring specialised medication staff will be trained as required. The currency of this training will be reviewed regularly

Medications - paracetamol and ibuprofen will only be administered if your child has a medical information form completed by a medical practitioner stating your child suffers from Febrile Convulsions and that paracetamol needs to be the first aid response given by educators.

For all children who have a temperature and are unwell, parents will be contacted to either pick up their child or arrange for an authorised contact person to pick up their child. If no-one is able to be contacted, an ambulance must be called.

3. Review

The Medication Policy will be reviewed every two years.

4. References

DECD - Health Support Planning; in schools, preschools and child care services.
Staying Healthy in Child Care; Preventing infectious diseases in child care.

5. Related LDCC Documents

- Work Health and Safety Policy



MEDICATION POLICY

Loxton District Children's Centre	
Policy ID:	POL-
Version:	1
Review Date:	Dec 2016
Next Review Date:	Dec 2018

Endorsed by Director – Jo Mitchell

Director Signature.....Date/...../.....

Endorsed by Employee Rep. Name –

Employee SignatureDate...../...../.....

Adopted by Management Committee

Management Committee Chairperson Signature.....Date...../...../.....

Date Minuted:...../...../..... Date of implementation:/...../.....

Review History

Document History	Version No	Issue Date	Description of Change:
	1.0	September 2008	Reviewed and Updated
		July 2011	Reviewed
		July 2012	Reviewed
		May 2015	Reviewed and Updated
	2.0	Dec 2016	Reviewed and changes made