**Localised Procedure**

**Dealing with Administering Medications**

**Reviewed: 03/08/2020 Next Review: 03/08/2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality****Standard(s)** | **Leading and Operating Preschool Guidelines reference** | **School policy or procedure, where applicable** |
| Regulation 92-96 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures):* Student Health in NSW Public Schools

[https://detwww.det.nsw.edu.au/policies/student\_serv/student\_health/student\_health/PD 20040034.shtml](https://detwww.det.nsw.edu.au/policies/student_serv/student_health/student_health/PD%2020040034.shtml)* Administration of medication: Legal Issues Bulletin No.46 Jan 2012 (PDF)

[https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalis suesbul/bulletin46.pdf](https://detwww.det.nsw.edu.au/media/downloads/directoratesaz/legalservices/ls/legalis%20suesbul/bulletin46.pdf) | **2.2: Safety**Each child is protected**2.1.2: Health practices and procedures**Effective illness and injury management and hygiene practices are promoted and implemented**5.1.1: Positive educator to child interactions**Positive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included | Page 28 – 29Appendix E |  |
| *Resources:** Administering prescribed medication at school

[http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/adminmedi cine/index.php](http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/adminmedi%20cine/index.php)* ACECQA Medication Record (PDF)

acecqa.gov.au/files/Templates/MedicationRecord.pdf |
| * All educators and staff members must follow the NSW Department of Education’s Student Health in NSW Public Schools policy for administering medication for children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours if parents or other carers cannot reasonably do so.
* Preschool educators and staff members who volunteer and are trained can give prescribed medication to children in non-emergency situations.
* In general, schools and preschools, do not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.
* In some cases, the medical practitioner may prescribe an over-the-counter medication. If so, educators and staff members should follow the same procedures as for ‘prescribed medications’. Parents must complete and sign a request for administering prescribed medication form.
* Completed documentation will be safely stored in a filing cabinet in the Casino West Public School Preschool office.
* In the case of asthma or anaphylaxis, emergency medication can be administered without parental consent.
* Preschool educators and staff members complete a NSW Department of Education online course titled ‘e-administering prescribed medication at school’ (e-APMS), available through MyPL.
* A photograph of each child whom take regular medication/s are in obvious, appropriate spaces (example, staffroom and kitchen) and include medical details and emergency procedures.
* In general, our preschool will not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.

**The following procedures apply to giving medication*** On arrival, parents give the child’s medication to an educator or staff member for safe storage. This medication is to be signed in and out of the preschool by the parents and to be sighted by an educator.
* All non-emergency medication is to be stored in a locked container in the refrigerator (if necessary) or in medication cabinet, out of reach of children.
* Medication must be in its original packaging with a pharmacy label which states the child’s name, dosage instructions and current use-by date. Medication without this labelling must not be administered.
* When an educator or staff member administers medication to a child, the educator or staff member records this and another member of staff verifies that the medication was administered as prescribed. The record must include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This is to be made available to parents for verification.

Permission forms to give medication for a prolonged period must be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan.Parents are encouraged to advise if a child is on medication, even when it is not given at the preschool.All medication forms are to be kept in the school until the child reaches the age of 25 years.There may be times when emergency medication needs to be given to children in the preschool. This must be documented in the individual health care plan (particularly for conditions such as anaphylaxis) if an emergency occurs, that has not been documented in the emergency response section of the individual health care plan, preschool staff will provide a general emergency response which may involve calling an ambulance. |