



O'Connor Cooperative School

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Procedure: Administering Medication to a Child

Under the Education and Care Services National Law (ACT) Act 2011; administration, checking and recording procedures need to be accurately completed (see Regulations 92-96)

- Parents must deliver medication to a qualified member of staff so it can be stored securely (out of children's reach and in a sealed, labeled container) and at the recommended temperature (eg in the allocated medical cabinet or fridge in the front office).
- Children under preschool age cannot self-administer or self-store medication.
- The medication needs to be contained in its original container bearing the original label and instructions and before expiry date (if medication has been prescribed ensure the medication label is marked by parents with the child's name).
- Parents are to record details of the administration of medication request using a medication record form (completing all details) and signing the entry.
- The preschool teacher or another qualified staff member is to verify the entry has been completed and resolve any discrepancy before the parent leaves the preschool.
- The teacher or another qualified staff member is to administer medication, ensuring the five principles of medication administration are adhered to at all times - the correct:
 - Child
 - Medication
 - Dose
 - Route
 - Date and time
- Staff will administer the medication in accordance with any instructions:
 - attached to the medication on the prescription label or directions
 - any written or verbal instructions provided by a registered medical practitioner
- Staff will verify with another staff member at the time the administration is due:
 - the identity of the child
 - the dosage of the medication to be administered
- Staff are to be witnessed by another staff member when administering medication to a child and ensure that the witness signs the medication record.
- Staff are to use best practice hygiene practices when administering medication:
 - wash hands before administering medication
 - maintain a clean and hygienic environment before and after medication is administered
- Children should be monitored after the administration of medication.
- **PLEASE NOTE:** In case of a child requiring medication, not previously authorised (for a specific day or time), but does not have a current action plan, follow the **Risk Minimisation and Communication Plan**.

Storage and Disposal of Medication

- All prescribed medicine must have the child's name clearly on the label and be in its original packaging. For non-prescribed medicine, parents must print the child's name clearly (stickers can be found in the cupboard in the front office) on the medication original package (medication cannot be relocated into another container).
- Staff will communicate with families and each other about the administration of medication children (Regulation 92).

- Staff will accurately complete the Medication Record form to ensure that all regulations have been met.
- Information exchanged verbally with an authorised nominee in an emergency over the phone and this information is repeated to a second staff member and documented on a record of conversation form.
- Any spill, reaction or refusal to take medication will be communicated to families and recorded.
- All documentation regarding children's health is filed in the student record.