

INFORMATION FACT SHEET 13 ADMINISTRATION OF MEDICATION

It is important that medicines be prescribed for administration during child care service hours only when absolutely necessary and essential for the child's wellbeing. A child with an acute illness requiring regular administration of medication, e.g. paracetamol or ventolin throughout the day, is considered unfit to attend child care.

Administration of Medication

When a child is returning to the centre with prescribed medication parents responsibilities are to:

- Ensure medication is in its original container and has a pharmacist label clearly stating the child's name, dosage, frequency of administration, date of dispensing and expiry date.
- Complete an 'Authority to Administer Medication Form' when the child attends and medication is required. The form will require information such as the name of the child, the name of the medication, dosage, storage requirements, how it is to be administered (eg. ear drops, oral medicine, nebuliser etc) and how often it is to be administered.
- Hand the medication and the 'Authority to Administer Medication Form' to an Educator upon arrival at the centre. Parents must not leave medication in the child's bag. Medication is to be stored in Our Lady of Mount Carmel OSHC
- Collect medication on departure from the centre.
- Confirm the child was given the required medication by speaking with appropriate staff on collection of the child.

Please Note: In the interests of children's safety and wellbeing, the centre will only administer medication if the medication is in the original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given. (Staying Healthy in Child Care - 4th Edition 2005)

Non-Prescribed Medication

Non-prescribed medication will only be given to children when accompanied by a letter from a medical practitioner at the time of illness. At no time will staff give children any medication that exceeds age guidelines as defined on either the bottle or written information given by the prescribing practitioner.

The centre will only administer health practitioner prescribed or pharmacist (S2) medication, which has been approved and labelled for the child's individual use. Non prescribed (e.g. teething gel, paracetamol) or unlabelled medications will not be administered. The centre will only ever administer a single dose of any medication on any day, unless otherwise outlined in a Medical Management Plan formulated after liaison between parents, centre director and medical personnel.

Teething Gel

Prior written consent is required for one initial dose for the treatment of suspected teething pain only. This teething gel must be provided by the parent for the child

No further doses will be administered without a doctor's written instruction. Authorisation for the initial dose is provided in the enrolment booklet. "Happy Teeth", a resource manual for child care centres is provided by Queensland Health. The manual is available at the service. It provides information and ideas for staff and parents about ways to promote healthy teeth in Early Childhood.

Allergies

Please advise the centre immediately you become aware of any allergies or medical conditions associated with your child. Please continue to keep the Coordinator/Director up to date with any changes to your child's condition. If your child is allergic or sensitive to any foods, lotions etc. please inform the Coordinator/Director at enrolment. An allergy listing is maintained for all children to ensure that all staff are kept up to date.

Individual Medical Plans

These will be required to assist in managing some medical conditions. If your child requires an Epi-pen, asthma medication or other specific treatment, please meet with the Coordinator/Director prior to your child attending the centre. Where appropriate an Individual Medical Plan will be developed in consultation with parents, the Coordinator/Director and medical personnel.