



# Dubbo West Public School Preschool

## Procedure: ADMINISTERING MEDICATION

### Links to relevant legislation:

Regulations 92-96

### Links to National Quality Standard:

Standard 2.1

### Links to EYLF:

Learning Outcome 1.1



### Date to be reviewed:

June 2020

### Introduction:

All school staff must follow the Department's Student Health in NSW Public Schools policy for administering medication to 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.

### Aims:

There are times when children need medications to be administered while they are at preschool. Preschools do not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.

### Procedures:

- In some cases the medical practitioner may prescribe an over-the-counter medication. If so, staff should follow the same procedures as for 'prescribed medications'.
- Parents must complete and sign a Request for Administering Prescribed Medication form.

### *When administering medication:*

On arrival, parents give the child's medication to a staff member for safe storage

- All non-emergency medication is to be stored in a locked cupboard or locked container in the refrigerator, 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 given
- When a staff member administers medication to a child, the 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 for an ongoing medical condition. 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.
- Staff will display children's individual health care plans in the staff room and kitchen so that all staff and casuals know who they are and what their medical condition and response plans are.
- Parents of children who have an ongoing medical condition that may require medication, will be given a copy of this policy on enrolment to preschool. This procedure will also be given to parents of children who need medication at preschool for a short illness.
- Parents of children with an ongoing medical condition will also be given a copy of the Department of Education's Student Health Policy when they enrol.