

Policy Statement

The purpose of the Medication Management policy is to ensure all staff members consistently manage medication in alignment with all departmental policies and procedures. The policy provides direction for all staff working in education and care settings around the planning and administration of medication for young children.

Procedure:

On enrolment families are asked to identify any known medical conditions. Medical information, action plans and health care plans are completed before the child commences school. A summary of these is prepared and made available to staff.

The following guidelines have been established for the administration of medication:

Wherever possible medication should be administered by the parent. Where medication is to be given at the school setting, medication should be given directly to the front office.

Medication will not be administered unless the following procedures are undertaken:

- A management plan is developed and signed by the treating doctor
- Parent/guardian approval via the 'medication record' form.

It is the parent's responsibility to advise the school of any change to the child's dosage/medication via a doctor's letter or management plan signed by the doctor.

All medication must be prescribed by the doctor and has the original label detailing the child's name, required dose and storage requirements (medication will be kept in the medication draws in the front office or in the fridge – whichever is appropriate). Medication and health conditions will be entered into EDSAS upon enrolment including expiry dates of medication and the health care plan.

Before administering medication the staff member will:

- Verify the correct dosage, used by date and time with a second staff member.
- This second person also needs to witness the administration of the medication.
- After giving the medication the staff member will complete the details on the 'medication record' form and get the witness to sign as well.

Training will be provided to all staff managing medication. Regular audits will be conducted to ensure policies, procedures and medication are up to date.

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Relevant Procedures / Working Documents / Publications

- **Health support planning: medication management in education and care.**
- **HSP120 Health support agreement (Word 138KB)**
- **HSP121 Safety and risk management plan (Word 139KB)**
- HSP124 Individual first aid plan (Word 128KB)
- HSP125 Guide to planning health support (Word 86KB)
- **HSP151 Medication agreement (Word 172KB)**
- **HSP152 Multiple medication agreement (Word 212KB)**
- **HSP153 INM medication agreement (Word 1.1MB)**
- **HSP154 decision making tool for medication administration (DOC 157KB)**
- **HSP155 Medication log (Word 202KB)**
- **HSP156 Medication rights checklist (Word 135KB)**
- **HSP157 Medication advice form (Word 156KB)**
- HSP158 Controlled and restricted medicines register (Word 209KB)
- HSP159 Authorisation to administer controlled medicines (Word 108KB)
- Medication in education and care services: information for families (PDF 229KB)
- Medication error, incident, query or advice flowchart (PDF 129KB)
- Medication administration flowchart (PDF 127KB)

Links to Regulations / Research

- Code of Practice First Aid in the Workplace 2016 (PDF 713KB)
- Controlled Substances Act 1984
- Controlled Substances (Poisons) Regulations 2011
- Controlled Substances (Controlled Drugs, Precursors and Plants) Regulations 2014
- Disability Discrimination Act 1992
- Disability Standards for Education 2005 (PDF 209KB)
- Education and Early Childhood Services (Registration and Standards) Act 2011 (PDF 1MB)
- Education and Care Services National Regulations
- Regulation 12, Regulation 90, Regulation 91, Regulation 92 ,
- Regulation 93, Regulation 94, Regulation 95, Regulation 96 , Regulation 136(1), (2) and (3), Regulation 153(1)
- (j), Regulation 162(c), (d) and (e), Regulation 168(2) , Regulation 177(1)(c), Regulation 183(2)(a), (b) and (c)
- Education Regulations 2012
- National Disability Insurance Scheme Act 2013
- State Records Act 1997
- Work Health and Safety Act 2012

Signed and endorsed by:



Principal
Date:

Governing Council Chairperson
Date: