

Medication and Medical Conditions

Rationale

Fleurieu Occasional Community Children's Centre is committed to act in the best interests of children in their care and their well being protected. Administration of medication is considered a high risk practice and legislative requirements contained within the Education and Care Services National Law Act 2010 (Vic) and Education and Care Services National Regulations, and any other relevant legislation is to be strictly adhered to by service educators/staff.

The educators/staff responsible for administration of medication must be trained in the administration of medication and know first aid measures to be taken if an adverse reaction to the medication occurs. It is important to note that Educators are not qualified to diagnose a child's illness.

Legislation and Government requirements

Education and Care Services National Law Act 2010 (Vic)

Education and Care Services National Regulations

Laws relating to Duty of Care

OHS regulations

Policy Statement

Our service aims to provide a safe environment for all children and ensure that the practice of administering medications to children is carefully monitored to reduce any risk to the health and well being of the child.

Strategies for Policy Implementation

Medication will only be administered to children in our care if the following guidelines, as set out by the Education and Care Services National Law Act 2010 (Vic) and Education and Care Services National Regulations

- It is part of your child's health support plan, with supporting documentation from your health practitioner
- Medication is supplied in the original container, with the child's name, dosage, frequency and date clearly labelled
- Medication sheet is correctly filled in and signed by guardian (please see staff for further information if required)
- Medication is stored correctly and is out of the reach of children (ie. given to staff and not left in children's bags)

- Staff are unable to administer the initial dose of any medication
- Qualified staff only are to administer medication
- Time, dose, date and person administering/checking to be recorded
- If your child's medication is to be ongoing a medication form will need to be filled in by your doctor and returned to the Centre.

Paracetamol, cold remedies and other medication not prescribed by a doctor in writing will not be administered by our staff as this may mask symptoms of a serious nature (excluding asthma medication).

If your child is displaying signs of illness you will be contacted and asked to arrange for your child to be collected.

If your child is displaying symptoms of illness they are to be kept at home until they are well enough to return and are no longer contagious. If in doubt please contact your medical professional. There are strict guidelines regarding children's attendance when they have a contagious illness such as conjunctivitis, measles, chicken pox, gastroenteritis etc. (head lice also falls into this category). These guidelines are available for parents to read at any time. A medical certificate may be required to state that the child is well enough to return to the centre after contracting a contagious disease.

The Centre has a responsibility to protect health and safety of ALL staff, children, families and visitors to the centre at all times.

Links to Other Policies

Anaphylaxis Policy

Immunisation Policy

Occupational Safety

Sun Protection

Dealing with Infectious Disease

Policy created: July 2006

Review Date: 31.07.15

Reviewed 6/7/16

Updated : 15/5/17