



Medication Policy

Queanbeyan and District Preschool Association recognises that the provision of a safe and healthy environment is the responsibility of all concerned – parents, staff, management and children. To ensure the safe administering of medication at preschool, it is essential that effective communication (both written and verbal) be established between parents and staff.

Medication Records

A record of medication administered to a child by two staff members. The details to be recorded are—

- (a) The name of the child;
- (b) the authorisation to administer medication (including, if applicable, self-administration), signed by a parent or a person named in the child's enrolment record as authorised to consent to administration of medication;
- (c) The name of the medication to be administered;
- (d) The time and date the medication was last administered;
- (e) The time and date, or the circumstances under which, the medication should be next administered;
- (f) The dosage of the medication to be administered;
- (g) The manner in which the medication is to be administered;
- (h) If the medication is administered to the child—
 - (i) the dosage that was administered; and
 - (ii) The manner in which the medication was administered; and
 - (iii) The time and date the medication was administered; and
 - (iv) The name and signature of the person who administered the medication; and
 - (v) Another person is required under regulation 95 to check the dosage and administration, the name and signature of that person.

If a child has a diagnosed ongoing condition such as asthma, the parent will be asked to provide a treatment plan which lists the steps to be taken in the case of an attack.

In the case of non-prescription medication, the preschool will not administer the medication, unless it is part of a medical plan created by the child's physician.

In the case of fever, it is not recommended to administer Paracetamol to a child to bring down the fever. There is a danger that children with a serious illness will be treated at home with Paracetamol and that this will delay effective treatment for their illness (Recommendation taken from the Consultative Council on Obstetric & Pediatric Mortality and Morbidity 1996 Annual Report).



To respect the privacy of families, a separate form will be completed for each child.

If a child is taking antibiotics, they are to be excluded from the Centre during the first 24 hours of commencing the antibiotics.

Storage of Medication

Parents must provide medication in its original container displaying prescription label which clearly specifies the required dosage.

All medication must be handed to the staff. It is not acceptable to leave medication in school bags, or to mix medicine into a child's drink container.

The staff will store medication in a locked container, either in the fridge or in an area which is out of reach of children (according to instructions on the container).

The Association will not provide or store medication for staff on site unless it is an approved item in a first aid kit.

Administering Medication

The staff will only administer prescribed medication to a child if:

- A medication form has been filled in and signed by a parent or guardian
- The medication is correctly labeled and identified for the child
- The medication is in its original container with prescription details label.
- The medication is within the use-by date

Before administering any medication, two members of staff will check the medication, and check the information on the medication form. The time that the medication is given will be noted on the form, and both members of staff will sign the form.

Preschool will not provide any medication.

Further reading:

- 1) *Education and Care Services National Regulations 2011.*
- 2) Queanbeyan & District Preschool Association, *Health and Medical Conditions Policy.*
- 3) *Staying Healthy in Childcare*