

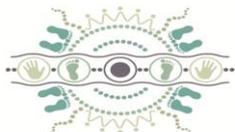
## P2-12: Administration of Medication Policy

In supporting the health and wellbeing of children, the use of medications may be required for children at Preschool. All medications must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health, safety, and wellbeing of the child. Under the *Education and Care Services National Law and Regulations*, we are required to ensure medication records are kept for each child to whom medication is or is to be administered by the service (reg 92).me

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest, and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Sec.167	Offence relating to protection of children from harm and hazards
12	Meaning of serious incident
85	Incident, injury, trauma and illness policy
86	Notification to parent of incident, injury, trauma or illness
90	Medical conditions policy
90 (1) (a)	The management of medical conditions, including asthma, diabetes, or a diagnosis that a child is at risk of anaphylaxis
91	Medical conditions policy to be provided to parents



92	Medication record
93	Administration of medication
94	Exception to authorisation requirement - anaphylaxis or asthma emergency
95	Procedure for administration of medication
136	First Aid qualifications
162(c) and (d)	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures are to be followed
175	Prescribed information to be notified to Regulatory Authority
183	Storage of records and other documents

## RELATED POLICIES

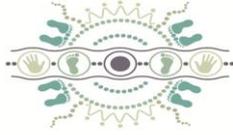
Administration of First Aid Policy Dealing with Infectious Disease Policy Child Protection Policy Code of Conduct Policy Delivery of Children to, and collection from Education and Care Service Premises	Enrolment Policy Incident, Injury, Trauma, and Illness Policy Medical Conditions Policy Privacy and Confidentiality Policy Record Keeping and Retention Policy Supervision Policy Work Health and Safety Policy
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## PURPOSE

To ensure all educators of QDPA understand their liabilities and duty of care to meet each child's individual health care needs. To ensure all educators are informed of children diagnosed with a medical condition and strategies to support their individual needs. To ensure that all educators are specifically trained to be able to safely administer children's required medication with the written consent of the child's parent or guardian. Educators will follow this stringent procedure to promote the health and wellbeing of each child enrolled within QDPA.

## SCOPE

This policy applies to educators, families, staff, management, approved provider, nominated supervisor, students, volunteers, and visitors of the Service.



## IMPLEMENTATION

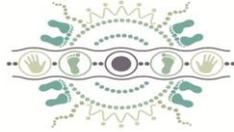
Families requesting the administration of medication to their child will be required to follow the guidelines developed by QDPA to ensure the safety of children and educators. QDPA will follow legislative guidelines and adhere to the Education and Care Services National Regulations to ensure the health of children, families, and educators at all times.

For children with a diagnosed health care need, allergy, or relevant medical condition a Medical Management Plan must be provided prior to enrolment and updated regularly. A Risk Minimisation Plan and Communication Plan must be developed in consultation with parents/guardians to ensure risks are minimised and strategies developed for minimising any risk to the child. (See *Medical Conditions Policy*).

In this policy, the term *medication* is defined within the meaning of the Therapeutic Goods Act 1989 and includes prescription, over the counter and complementary medicines. All therapeutic goods are listed on the Australian Register of Therapeutic Goods (see [tga.gov.au](http://tga.gov.au)) (ACECQA, 2021)

### THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR WILL ENSURE:

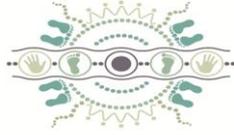
- obligations under the *Education and Care Services National Law and National Regulations* are met
- educators, staff, students, visitors and volunteers have knowledge of and adhere to this policy and associated procedure
- all new employees are provided with a copy of this policy as part of their induction process
- children with specific health care needs or medical conditions have a current medical management plan detailing prescribed medication and dosage by their medical practitioner.
- medication is only administered by the preschool with written authority provided on OWINA and signed by the child's parent or other responsible person named and authorised in the child's enrolment record to make decisions about the administration of medication [Regulation 92(3)(b)].
- Medication, prescribed by a medical practitioner, provided by the child's parent/guardian must adhere to the following guidelines:



- the administration of any medication is authorised by a parent or guardian in writing.
- medication is prescribed by a registered medical practitioner (with instructions either attached to the medication, or in written form from the medical practitioner).
- medication is from the original container/packaging.
- medication has the original label clearly showing the name of the child.
- medication is before the expiry/use by date.
- over-the-counter medication (excluding any paracetamol/ibuprofen/pain relief product), provided by the child's parents must adhere to the following guidelines:
  - the administration of any medication is authorised by a parent or guardian in writing
  - medication is from the original container/packaging
  - medication includes instructions attached to the medication
  - medication is before the expiry/use by date
  - a prescription label is included showing the child's name and dosage required
- the *Medication Record* on OWNA is completed for each child by the parent/guardian including:
  - name of medication
  - time and date medication was last administered
  - time and date medication is to be administered (or circumstances to be administered)
  - dosage to be administered
  - method of administration
  - period of authorisation
  - parent/guardian name and signature
- a separate form must be completed for each medication if more than one is required.
- any person delivering a child to the Preschool must not leave any type of medication in the child's bag or locker. Medication must be given directly to an educator for appropriate storage upon arrival.
- written and verbal notifications are given to a parent or other family member of a child as soon as practicable if medication is administered to the child in an emergency when consent was either verbal or provided by medical practitioners.
- if medication is administered without authorisation in the event of an asthma or anaphylaxis emergency the parent/guardian of the child is notified as soon as practicable.



- if the incident presented imminent or severe risk to the health, safety, and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident by the Approved Provider.
- reasonable steps are taken to ensure that medication records are maintained accurately.
- medication records are kept securely and confidentially within OWNA and will remain available for the regulatory prescribed length of time following the child's departure from QDPA.
- Medication records prior to the commencement of OWNA in 2023 will be archived confidentially in an offsite storage facility for the regulatory prescribes length of time following the child's departure from QDPA.
- children's privacy is maintained, working in accordance with the Australian Privacy Principles (APP)
- educators, staff, and volunteers have a clear understanding of children's individual health care needs, allergy, or relevant medical condition as detailed in Medical Management Plans, Asthma or Anaphylaxis Action Plans (ASCIA Action Plan).
- written authorisation is requested from families on the enrolment form to administer emergency asthma, anaphylaxis, or other emergency medication or treatment if required.
- families are informed of QDPA's medical and medication policies at time of enrolment.
- safe practices are adhered to for the wellbeing of both the child and educators.
- a review of practices is conducted following an incident involving incorrect administration of medication or failure to follow proper medication procedures, including an assessment of areas for improvement
- first aid procedures are followed in the event of incorrect medication administered to a child, in accordance with the *Administration of First Aid Policy and Procedure*
- the Poisons Information Centre phone number, 13 11 26, is prominently displayed alongside emergency service information
- ensure that families/parents are notified when practicable or within 24 hours if their child is involved in an incident at the Service and that details are recorded on the *Incident, Injury, Trauma and Illness Record*, including incorrect medication provided to a child
- ensure the regulatory authority is notified within 24 hours if a child is involved in a serious incident at the Service.



## EDUCATORS WILL:

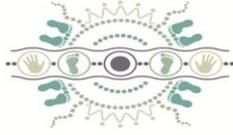
- not administer any medication without the written authorisation of a parent or person with authority, except in the case of an emergency, with the written authorisation on an enrolment form, verbal consent from an authorised person, a registered medical practitioner or medical emergency services will be acceptable if the parents cannot be contacted.
- ensure medications are stored in a labelled medication container, kept in a separate location easily identified for educators in case of an emergency, inaccessible to children. For medications requiring refrigeration, they will be stored in a labelled and locked medication container, inaccessible to children.
- ensure adrenaline autoinjectors and asthma medication are kept out of reach of children and stored in a cool dark place at room temperature. They must be readily available when required and not locked in a cupboard. A copy of the child's medical management plan should be stored with the adrenaline autoinjector or asthma medication.
- ensure that two educators administer and witness administration of medication at all times (Reg. 95). One of these educators must have approved First Aid qualifications. Both educators are responsible for:
  - checking the *Medication Record* is completed by the parent/guardian on OWNA.
  - checking the prescription label for:
    - the child's name.
    - the dosage of medication to be administered.
    - the method of dosage/administration.
    - the expiry or use-by date.
  - confirming that the correct child is receiving the medication.
  - signing and dating the *Medication Record* on OWNA.
  - returning the medication back to the medication container and placing the medication container back to its inaccessible location.
- follow hand-washing procedures before and after administering medication.
- discuss any concerns or doubts about the safety of administering medications with management to ensure the safety of the child (checking if the child has any allergies to the medication being administered).



- seek further information from parents/guardian, the prescribing doctor, or the Public Health Unit before administering medication if required.
- ensure that the instructions on the *Medication Record* are consistent with the doctor's instructions and the prescription label.
- ensure that if there are inconsistencies, medication is not to be administered to the child.
- invite the family to request an English translation from the medical practitioner for any instructions written in a language other than English.
- if after several attempts of encouraging the child to take medication, but they still refuse, the parent or guardian will be contacted. Educators cannot use restrictive practices to make a child take medication at any time.
- observe the child post administration of medication to ensure there are no side effects.
- respond immediately and contact the parent/guardian for further advice if there are any unusual side effects from the medication.
- contact emergency services on **000** immediately if a child is not breathing, is having difficulty breathing, or shows signs of unusual side effects requiring immediate attention following administration of any medication.
- Ensure the medication record is 'marked completed' in OWNA at the end of each day that administration has been administered.

#### FAMILIES WILL:

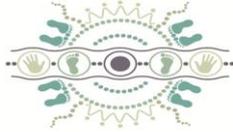
- provide management with accurate information about their child's health needs, medical conditions and medication requirements on the enrolment form.
- provide the Preschool with a Medical Management Plan prior to enrolment of their child if required.
- develop a Risk Minimisation Plan and Communication Plan for their child in collaboration with management and educators and the child's medical practitioner for long-term medication plans.
- notify educators, verbally when children are taking any short-term medications (at home).
- provide written authorisation on the *Administration of Medication Record* for their child requiring any medication to be administered by educators/staff whilst at the preschool including signing and dating it for inclusion in the child's medication records



- update (or verify currency of) Medical Management Plan annually or as the child's medication needs change.
- families are required to complete a *Medication Record* for lotions/creams and non-prescribed medications to be administered along with a medical practitioner's/pharmacy label letter noting the child's name and dosage requirements.
- keep prescribed medications in original containers with pharmacy labels. Please understand that medication will only be administered as directed by the medical practitioner and only to the child whom the medication has been prescribed for. Expired medications will not be administered.
- adhere to QDPA's *Incident, Injury, Trauma and Illness* and *Dealing with Infectious Disease Policies*.
- keep children away at home while any symptoms of an illness remain.
- keep children at home for 24 hours from commencing antibiotics to ensure they have no side effects to the medication.
- keep children at home for 24 hours from their last dose of any pain relief (paracetamol/ibuprofen etc) to ensure they have no underlying illnesses that are being masked by the pain relief (e.g. fever). See below *Guidelines for Administration of Pain Relief*
- NOT leave any medication in children's bags.
- give any medication for their children to an educator.
- complete the *Medication Record* on OWNA.
- provide any herbal/ naturopathic remedies or non-prescription medications with a letter from a registered medical practitioner detailing the child's name and dosage.

## GUIDELINES FOR ADMINISTRATION OF PAIN RELIEF

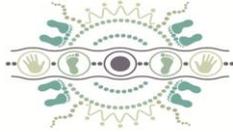
- Paracetamol/ibuprofen etc is not administered to any child whilst attending QDPA, regardless of the presentation of a medical certificate or doctors' letter to the Preschool.
- If a child is requiring pain relief, QDPA strongly believes the child will be more comfortable at home where they can be provided the care and attention they require to recover from any illness or injury they are suffering.
- Pain relief can mask any potential illness and infectious disease which can have detrimental impacts on the wellbeing of other children and educators.



- if a child presents with a temperature whilst at the Preschool, the family will be notified immediately and asked to organise collection of the child as soon as possible (within 30 minutes).
- the family will be encouraged to visit a doctor to find the cause of the temperature. While waiting for the child to be collected, educators will:
  - remove excess clothing to cool the child down.
  - offer fluids to the child.
  - encourage the child to rest.
  - monitor the child for any additional symptoms.
  - maintain supervision of the ill child at all times, while keeping them separated from children who are well.
- In an emergency event, educators will call 000 immediately.
- Any child who has been administered paracetamol will be excluded from Preschool until 24 hours after the last dosage.

#### MEDICATIONS KEPT ON SITE AT PRESCHOOL

- any medication, cream or lotion kept on the premises will be stored out of reach of children and entered into the *Medications in Centre* register on OWINA with expiry dates of which OWINA will alert the preschool of upcoming expiry dates.
- The Approved Provider will ensure only authorised personnel purchase medication for the preschool
- The nominated supervisor/Educational Leader will audit each first aid kit once per term to restock first aid kits at the commencement of each term, including checking and disposing of expired items.
- Educators will ensure medication purchased by the Service is administered as per procedures noted within this policy
- if a child's individual medication is due to expire or running low, the family will be notified by educators that replacement items are required.
- it is the family's responsibility to take home short-term medication (such as antibiotics) at the end of each day and return it with the child as necessary.
- **MEDICATION WILL NOT BE ADMINISTERED IF IT HAS PAST THE PRODUCT EXPIRY DATE.**



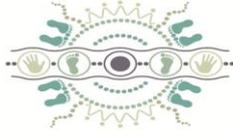
- families are required to complete a *Medication Record* for lotions/creams and non-prescribed medications to be administered along with a medical practitioner's letter/pharmacy label noting the child's name and dosage requirements.
- Medications remaining on site must be entered into the *Medication in Centre* record on OWNA by the Nominated Supervisor/Responsible Person

### LONG-TERM MEDICATIONS

- any medication that requires to be administered over a regular period of time must be accompanied with a completed *Medication Record* on OWNA by the parent/guardian with a 'recurring date' set
- this medication must remain on the premises in its original packaging, otherwise a new medication record must be completed on each occasion the medication is provided to the Preschool to ensure appropriate checks are conducted and the medication is compliant in accordance with this policy.
- Educators administering and witnessing the administration of the medication must sign off the record on each occasion.

### EMERGENCY ADMINISTRATION OF MEDICATION [REG. 93(5)]

- In the occurrence of an emergency and where the administration of medication must occur, the Preschool must attempt to receive verbal authorisation by a parent of the child named in the child's enrolment form who is authorised to consent to the administration of medication.
- If all the child's nominated contacts are non-contactable, the nominated supervisor/responsible person must contact a registered medical practitioner or emergency service on 000.
- In the event of an emergency and where the administration of medication must occur, written notice must be provided to a parent of the child or other emergency contact person listed on the child's enrolment form as soon as possible via an *Incident, Injury, Trauma and Illness* record on OWNA
- The Approved Provider/Nominated Supervisor will contact the regulatory authority within 24 hours as soon as practicably possible (if urgent medical attention was sought or the child attended hospital).



- The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

### EMERGENCY INVOLVING ANAPHYLAXIS OR ASTHMA (Reg. 94)

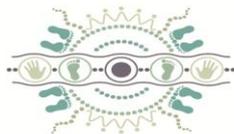
- For anaphylaxis or asthma emergencies, medication/treatment will be administered to a child without authorisation, following the Asthma or Anaphylaxis Action Plan provided by the parent/guardian. [National Asthma Council (NAC) or ASCIA].
- In the event of a child not known to have asthma and appears to be in severe respiratory distress, the Administration of First Aid Procedure must be followed immediately:
  - an ambulance must be called immediately.
  - place child in a seated upright position.
  - give 4 separate puffs of a reliever medication (e.g.: Ventolin) using a spacer if required.
  - repeat every 4 minutes until the ambulance arrives.
- In the event of a child not known to be diagnosed with anaphylaxis and appears to be an anaphylaxis emergency where any of the following symptoms are present, an EpiPen must be administered:
  - difficulty/noisy breathing.
  - swelling of the tongue.
  - swelling or tightness in throat.
  - difficulty talking.
  - wheeze or persistent cough.
  - persistent dizziness or collapse pale and floppy.

(Sydney Children's Hospitals Network – 2020)

The Approved Provider/Nominated Supervisor/Responsible Person will contact the following (as required) as soon as practicably possible:

- Emergency Services 000
- a parent of the child
- the regulatory authority within 24 hours (if urgent medical attention was sought or the child attended hospital).

The child will be comforted, reassured, and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.



- A *Medication Record* and an *Incident, Injury, Trauma and Illness* record will be completed as soon as possible (within 24 hours, however ideally prior to emergency services/parent/guardian arriving so medical records can be provided to emergency services/parent/guardian) for any medications provided in an emergency situation for example, Ventolin and EpiPen.

## CONTINUOUS IMPROVEMENT/REFLECTION

The *Administration of Medication Policy* will be reviewed on an annual basis in conjunction with children, families, educators, staff, and management.

## SOURCE

Australian Children’s Education & Care Quality Authority. (2021). [Dealing with Medical Conditions in Children](#). Policy Guidelines.

Australian Children’s Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian society of clinical immunology and allergy. ASCIA.

<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0](#).

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2025).

[Education and Care Services National Regulations](#). (Amended 2025).

National Health and Medical Research Council. (2024). [Staying Healthy: preventing infectious diseases in early](#)

[childhood education and care services](#) (6th Ed.). NHMRC. Canberra.

NSW Department of Health: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

Revised National Quality Standard. (2018).

The Sydney Children’s Hospital Network (2020)

## REVIEW

Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	December 2021	QDPA	<ul style="list-style-type: none"><li>• Document reviewed with change in leadership team in 2021. Additional related regulations &amp; NQS references added.</li><li>• Version control and description box added to clarify reviewed items/new inclusions.</li></ul>



			<ul style="list-style-type: none"> <li>• Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes.</li> <li>• Review of policy/sources checked for currency.</li> <li>• Additional information included related to observing children post administration of medication/side effects/management</li> </ul>
3.0	October 2023	QDPA	<ul style="list-style-type: none"> <li>• Added specific details about paracetamol (not to be administered)</li> <li>• Added specific details and reference to OWNA.</li> <li>• minor formatting and grammatical edits within text</li> <li>• update to new EYLF reference</li> <li>• hyperlinks checked and repaired as required.</li> <li>• Continuous Improvement section added.</li> </ul>
4.0	September 2024	QDPA	<ul style="list-style-type: none"> <li>• annual policy review</li> <li>• removal of reference to Sick Child Policy</li> <li>• information required on administration of medication record expanded</li> <li>• added long term medication process</li> <li>• sources checked for currency and updated as required</li> </ul>
5.0	January 2026	QDPA	<ul style="list-style-type: none"> <li>• annual policy maintenance</li> <li>• additional information added- definition of medication</li> <li>• additional information added- re: incorrect administration of medication</li> <li>• added section for over-the-counter medication</li> <li>• added information- <i>Medications kept at Service</i></li> <li>• sources checked for currency and updated as required</li> </ul>