

ADMINISTRATION OF MEDICATION POLICY

QUALITY AREA 2 – VERSION 1.1



PURPOSE

This policy clearly defines the procedures Denzil Don Kindergarten will follow:

- When a child requires medication while attending the service
- To ensure the safe and secure storage of medication
- To ensure all service staff and parents/carers understand their roles and responsibilities in relation to the safe administration of medication at the service.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Providing a safe, healthy, and supportive environment for all children, early childhood teachers, educators, staff, and visitors
- Responding promptly and appropriately to the needs of any child who is unwell or becomes ill while at the service
- Ensuring the safe administration and secure storage of medication in accordance with all legislative and regulatory requirements
- Protecting the privacy of children and families and maintaining confidentiality at all times
- Upholding a duty of care to all children attending the service

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Provide a current Medical Management Plan for your child when they require ongoing treatment involving medication, or have been prescribed medication for a diagnosed condition requiring emergency use (ie: for asthma, anaphylaxis, allergy, FPIES etc)
Hand medication directly to a staff member and provide clear instructions for administration and storage
Inform staff of any medication administered prior to attendance that may affect the child's care
Clearly label all non-prescription and over-the-counter products (e.g. sunscreen) with your child's name, instructions for use and ensure the expiry date is visible
Ensure no medication or over-the-counter products are left in your child's bag or locker
Take medication home at the end of session, unless it is required to be stored at the service as part of your child's Medical Management Plan
Take medication home at the end of the kindergarten year
Understand that non-prescribed medication (except sunscreen) will only be administered for a maximum of 48 hours unless supported by a medical management plan from a doctor
Understand that paracetamol will not be supplied by the service and will only be administered in accordance with standard medication procedures
Read, understand and follow the service Code of Conduct at all times
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Provide parents/carers with access to this policy by advising them it is available on the kindergarten website denzildonkinder.org.au/policies/ OR in the office Policy Folder	R	√	√	
Communicate the procedures outlined in this policy with parents/carers, including their responsibilities when requesting medication be administered. Make the medication record available for completion during operational hours	R	√	√	
Ensure at least one educator on duty holds a current (within 3 years) approved first aid qualification, anaphylaxis management training, and asthma management training (<i>Regulation 136</i>) *At Denzil Don Kindergarten, all educational staff are required to hold current first aid qualifications *	R	√		
Ensure all staff are familiar with the procedures for the administration of medication (<i>see Procedure 1</i>)	R	√		
Maintain enrolment forms with the name, address and telephone number of any person authorised to consent to medical treatment or to authorise administration of medication (<i>Regulation 160(3)(iv)</i>)	R	√	√	
Administer medication only when authorised (written or verbal), except in an anaphylaxis or asthma emergency (<i>Regulations 93, 94</i>)	R	R	√	√
Use a medication record that meets <i>Regulation 92(3)</i> requirements and is always available for recording medication administration	R	R	√	
Confirm all required details in the medication record are completed by parents/carers/authorised persons before administering medication	R	√		
Administer medication in accordance with <i>Regulation 95 and 96</i> (where applicable) (<i>see Procedure 1</i>)	R	R	R	
Retain medication records securely for 3 years after the child was last educated and cared for by the service (<i>Regulation 183(2)(d)</i>)	R	√	√	
Obtain verbal authorisation where required in emergencies from a parent/carer/authorised person, medical practitioner, or emergency services when the authorised person cannot be contacted (<i>Regulation 93(5)(b)</i>)	R	√		
Provide written notice to parents/carers as soon as practicable when medication is administered under verbal authorisation (<i>Regulation 93(2)</i>)	R	√	√	
Notify parents/carers and emergency services as soon as practicable when medication is administered in an anaphylaxis or asthma emergency (<i>Regulation 94(2)</i>)	R	√	√	
Document any instance where verbal authorisation is given but not confirmed in writing and retain with the child's enrolment record	√	√		
Store medication securely in a childproof container and ensure it is not accessible to children, including refrigerated medications.	R	√	√	√
Ensure medication is sent home with the child (returning to parent/carer) at the end of each session, unless it needs to be stored at the service as part of a Medical Management Plan (<i>see Dealing with Medical Conditions Policy</i>)		√	√	√

Maintain awareness of children requiring medication for ongoing or emergency conditions. Attach Medical Management plans to the child's enrolment records, while respecting privacy (<i>Regulation 162</i>)	R	√	√	√
Develop and regularly review procedures for authorisation and administration of medication for long-term conditions (<i>see Procedure 1</i>)	√	√	√	
Require parents/carers to provide a current medical Management Plan for ongoing conditions or prescribed emergency medication	R	√	√	√
Inform parents/carers that non-prescribed medication (except sunscreen) will only be administered for a maximum of 48 hours unless a doctor provides a medical management plan	√	√	√	
Inform parents/carers that paracetamol is not supplied by the service and will be administered in line with standard medication procedures (<i>see Procedure 2</i>)	√	√	√	
Inform parents/carers as soon as practicable if: <ul style="list-style-type: none"> • incorrect medication or dosage is administered • medication is not administered as required • medication is administered at the wrong time • medication is dropped (dropped medication is never administered and instead is discarded by taking appropriate steps) 	R	√	√	√

BACKGROUND & LEGISLATION

BACKGROUND

Authorisation to Administer Medication

Medication (including prescription, non-prescription, over-the-counter and homeopathic) must not be administered to a child without authorisation from a parent/carer/person with lawful authority to consent to medical treatment (nominee).

In an anaphylaxis or asthma emergency where no medical management plan or prior authorisation is available, staff will provide first aid in accordance with the *Anaphylaxis and Allergic Reaction Policy and Asthma Management Policy*. Staff will contact the child's parent/carer and emergency services as soon as possible after first aid has commenced (*Regulation 94*).

The service must notify the regulatory authority (DE) of any serious incident as soon as practicable and no later than 24 hours after the occurrence (*National Law: Section 174(2); Regulations 175, 176*) (*see Incident, Injury, Trauma and Illness Policy*).

For other emergencies, verbal consent may be obtained from a parent/carer. If a parent/carer cannot be contacted, consent may be obtained from a registered medical practitioner or emergency medical services.

Administration of Medication

Service staff will follow this policy and the procedures outlined in *Procedure 1* when administering medication.

A medication record must be completed and include:

- The child's name
- Authorisation to administer medication, signed by a parent/carer/authorised person listed on the child's enrolment record
- The name of the medication
- The time and date the medication was last administered
- The time and date, or the circumstances under which, the medication is to be next administered
- The dosage to be administered
- The manner of administration

Where medication is administered, the record must also include:

- The dosage administered
- The manner of administration
- The time and date of administration
- The name and signature of the person who administered the medication
- The name and signature of the person who checked the dosage and administration, where required under *Regulation 95*

LEGISLATION & STANDARDS

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)
- Therapeutic Goods Act 1989 (Cth)

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Infectious disease: a disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.

SOURCES & RELATED POLICIES

SOURCES

- ACECQA, Medication Record sample template: www.acecqa.gov.au
- [Allergy & Anaphylaxis Australia](#)
- [Asthma Australia](#)
- [Department of Health](#)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 & Guide to the National Quality Standards (ACECQA): www.acecqa.gov.au
- [Healthdirect](#)

RELATED POLICIES

- Acceptance and Refusal of Authorisation
- Administration of First Aid
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes
- Enrolment and Orientation
- Epilepsy and Seizures
- Excursions and Service Events
- Incident, Injury, Trauma and Illness
- Privacy and Confidentiality

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

PROCEDURES

- **Procedure 1:** Procedures for the safe administration of medication
- **Procedure 2:** Administration of paracetamol

ATTACHMENTS

- NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 06/06/2026.

REVIEW DATE: **06 June 2028**

PROCEDURE 1: SAFE ADMINISTRATION OF MEDICATION

Medication can only be administered if the following requirements are met:

- It is provided in the original container
- It is clearly labelled with the child's name
- It includes original instructions
- It is prescribed by a registered medical practitioner OR, for non-prescription medication, is to be administered in accordance with the product instructions or directions from a registered medical practitioner (verbal or written)
- Is in-date (not expired)

**** Staff should always check that the child is not allergic to the medication being administered ****

Administration of Medication Procedure

Two staff must always administer medication, with one holding current first aid qualifications.

1. Wash and dry hands thoroughly before administering any medication. Wear gloves where appropriate.
2. Check the medication record to confirm date and time, dosage and the name of the child to be administered the medication.
3. For **prescription and non-prescription medication**, confirm the medication:
 - Is in its original container with label and instructions
 - Matches the medication record
 - Has the child's name on it
 - Has the correct dosage listed
 - Is within expiry date
4. When administering the medication:
 - One staff member will check the details (including dosage and the identity of the child who is given the medication) and witness its administration, while the other person will administer the medication and monitor the child's effect of the medication (*Regulation 95(c)*)
 - Confirm the child's identity matches the medication
 - Administer the correct dosage
 - Follow the label instructions, OR written/verbal instructions from a medical practitioner
5. Following administration of the medication
 - Both staff complete the medication record (Regulation 92(3)(h))
 - Store remaining medication correctly (e.g., refrigerator if required)
 - Inform the parent/carer at pick-up, ensuring they sign the medication record

Administration for Ongoing Medical Conditions

For a child diagnosed with a condition that requires ongoing medication or medication to be administered in emergencies, parents/carers may authorise the administration of the medication for a specific period.

In these instances:

- A medical management plan must be provided by the child's doctor
 - The plan should be attached to the enrolment records and displayed if appropriate
- The plan must include:
 - the name of the medication, dosage and frequency of administration
 - conditions under which medication should be administered
 - what actions, if any, should be taken following the administration of the medication
 - when the plan will be reviewed.

When medication is required under these circumstances, staff will follow all standard medication procedures as described above; **Procedure for Administration of Medication**

Refer to the *Dealing with Medical Conditions Policy* for further information.