**Ashcroft Public School Preschool Procedure**

**Administration of medication**

**Reviewed: 2020 To be reviewed: 2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** |
| [Regulation 168(2)(d)](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html)[Regulation 92](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s92.html) [Regulation 93](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s93.html) [Regulation 94](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s94.html)[Regulation 95](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s95.html)  | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Student Health in NSW Public Schools: A summary and consolidation of policy PD/2004/0034/V01
* Allergy and Anaphylaxis Management within the Curriculum P-12 Procedures
* Risk management plans
* Information about health conditions
* Individual health care planning
* Administering prescribed medication at school
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| **Key resources:** |
| [ACECQA Medication record](http://www.acecqa.gov.au/sample-forms-and-templates-now-available)  |
| **Procedures:** |
| * All school staff must follow the Department’s *Student Health in NSW Public Schools* policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.
* Medication will only be administered to a child with written parental consent (noted on the *Medication Record*), except in the case of an anaphylaxis or asthma emergency.
* In some cases, the medical practitioner may prescribe an over-the-counter medication. If so, our educators will follow the same procedures as for ‘prescribed medications’.
* Preschool staff have completed DET e-Administration of prescribed medication. Provisions will be made if permanent preschool staff are absent in the event that medication needs to be administered.

**The following procedures apply to giving medication:*** On arrival, parents give the child’s medication to an educator for safe storage.
* All non-emergency medication will be stored in a locked cupboard or locked container in the refrigerator, out of reach of children.
* Individual emergency medication (Ventolin and Epi-pens) is stored in plastic containers, on the high shelf in the kitchen, with the relevant child’s individual action plan.
* The general use Ventolin and Epi pen are also stored here.
* Medication must be in its original packaging with a pharmacy label, which states the child’s name, dosage instructions and current use-by date.
* Medication without this labelling will not be given.
* Nominated first aider administers medication to a child, he/she will record this information and another staff member will verify that the medication was administered as prescribed.
* The record will include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This will be made available to parents for verification
* Permission forms to give medication for a prolonged period will be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an individual health care plan
* Parents will be encouraged to advise if a child is on medication, even when it is not given at the preschool
* All medication forms will be kept in the school until the child reaches the age of 25 years
* There may be times when emergency medication needs to be administered to children in the preschool. This will be documented in the individual health care plan (particularly for conditions such as anaphylaxis)
* If an emergency occurs, that has not been documented in the emergency response section of the individual Health Care Plan, preschool staff will provide a general emergency response, will call an ambulance if required and contact the parents as soon as practical.
* Communication plan for medical condition proforma has been completed with parent and educator and signed.

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