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Policy and Procedure

Document Name:	Administration of Medication
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Approved By:	Director
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Administration of Medication to Children

1. Policy Statement and/or Purpose

CELIC is committed to ensuring the safety, health and wellbeing of all children at the education and care services. If a child is required to take medication, additional requirements must be met to ensure that a child's safety, health and wellbeing is protected.

By providing clear guidelines and expectations to staff working with children, the health needs of all children can be managed effectively. Services rely on and value the co-operation of parents/guardians, medical practitioners, health services and relevant agencies to support them in this role and will work in conjunction with all stakeholders to ensure the health needs of children are met.

2. Application

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns.

3. Definitions

Relevant Medical Condition: For the purpose of this policy, relevant medical condition is a condition that has been diagnosed by a registered medical practitioner and may include, but is not limited to anaphylaxis, allergy, asthma, epilepsy, fracture. The medical condition is 'relevant' if the child being present at the service and/or participating in any of the activities of the services could have a negative impact on the individuals' health due to their medical condition. Diagnosed medical conditions may be ongoing or acute/short term in nature.

Emergency: in relation to an education and care service, means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the education and care service.

4. Procedure

Medication Record

CELIC will keep a medication record for each child to whom medication is to be administered to that includes;

- The name of the child;
- 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;
- The name of the medication to be administered;
- The time and date the medication was last administered
- The time and date, or the circumstances under which, the medication should be next administered;
- The dosage of the medication to be administered; and
- The manner in which the medication is to be administered

If the medication is administered to the child the service will record;

- The dosage that was administered; and
- The manner in which the medication was administered; and

- The time and date the medication was administered; and
- The name and signature of the person who administered the medication; and
- The name and signature of the educator who witnessed the administration of medication.

Administration of Medication

CELC will not administer medication to a child being educated and cared for by the service unless the administration and dosage amount is authorised in writing by a parent or an authorised person named on the enrolment record. The medication must be within the original packaging provided by the pharmacy.

Medication will not be given to a child if it is the first/initial dose of the medication. Initial doses of medication must be given to children under the supervision of their family, to ensure no reactions or allergies occur.

Over the counter medication such as paracetamol will only be administered if the child has received the medication on one or more previous occasions and suffered no adverse reactions. This must also have a pharmacy label with the child's name attached.

Paracetamol purchased by the service may be available at the service for emergency use only. This is a site-specific decision. Prior to giving the child the service paracetamol, the parent/ guardian MUST be contacted and all appropriate documentation completed when the parent arrives to collect the child. An example of an emergency may be a high fever that could lead to a convulsion, and the parent/ guardian is more than 30 minutes away from the service.

In an emergency, the Nominated Supervisor can administer medication if verbal approval is sought by the parent or person named in the child's enrolment record or if the parent or person named in the enrolment record cannot reasonably be contacted in the circumstances, a registered medical practitioner or an emergency service. If the case of anaphylaxis or asthma emergency, medication may be administered without an authorisation. In this instance the Nominated Supervisor will notify the parent of the child and emergency services immediately.

Procedure for the Administration of Medication

CELC will ensure that medication is administered in alignment with the Education and Care Services National Law and Regulations. The medication will be administered if:

- (a) The medication has been prescribed by a registered medical practitioner, from its original container, bearing the original dispensing label with the name of the child and dosage amount to whom the medication is to be administered, and before the expiry or use by date; or
- (b) From its original container, bearing the dispensing label and instructions, and before the expiry or use by date (the dispensing label must be present whether the medication is prescribed or non-prescribed such as cough medicines, antiseptic creams);
- (c) The written authorisation that is provided matches the dispensing label dosage, identity and instructions on the medication.

All medication will be administered by one staff member and witnessed by another staff member according to the following steps:

1. The staff member who is administering the medication will check the medication label against the information stated on medication form to ensure that all required details are correct including the child's details, dosage amount and expiry date of medication.
2. The witness will also check that the medication label matches the information on the medication form.
3. Both the administrator and witness will confirm the identity of the child that the medication is to be given to.
4. The witness will observe the administrator draw the medication and administer the medication to the child.
5. The Administrator and witness will complete and sign the medication form.
6. The medication will be safely stored back in its required place.

Self-Administration of Medication – OUTSIDE SCHOOL HOURS CARE ONLY

Self-administration may apply to students who are assessed by their medical practitioner and parents/guardians and approved by the Nominated Supervisor as capable of administering their own medication while participating in service activities.

Parents/Guardians must notify the Nominated Supervisor in writing if their child is to self-administer medication and/or carry their own medication (e.g. Adrenaline auto-injector for emergency first aid treatment of anaphylaxis) or store their medication at the service. The Parents/Guardians must complete a risk minimisation and communication plan.

Self-administration or assisted administration may include:

- Use of adrenaline auto-injector (e.g. Epipens)
- Monitoring blood sugar levels and the injection of insulin for diabetes
- Inhaling medication such as Ventolin for asthma
- Orally administering anti-convulsion medication for epilepsy
- Orally administering enzyme replacements for cystic fibrosis

CELC may permit a child over preschool age to self-administer medication if;

- Written authorisation is provided by a person with the authority to consent to the administration of medication
- The child's name will be added to the self-administration register
- The child is supervised by an educator while administering the medication unless otherwise stated by the medical practitioner on a child's Risk minimisation and communication plan
- The educator records the child's self-administration in the medication record and parents are informed

The administration of health care procedures in the event of an emergency is the responsibility of all personnel. Educators must assist with the administration of prescribed medication or health care procedures to children who exhibit signs outlined in their individual risk minimisation and community plan at the immediate onset of any symptoms.

Changes to Medication:

Families will need to notify the service's Nominated Supervisor of any significant changes to regular medication of their child/ren in writing prior to the changes being implemented. Significant changes may include but are not limited to:

- Stopping certain medications over a period of time (Holiday Period).
- Changes to the brand/type of medication.
- Implementation of a new medication
- Trialling of a new medication

If a significant change to medication occurs, these changes must be implemented at home, the initial first doses of medication cannot be given to a child at the service. If a child experiences reactions to new or changes in their medication while at the service, the Nominated Supervisor or Responsible Person on Duty may request that the child is collected and cannot return until after side effects have stopped or subsided.

5. Breaches of this Policy

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

6. Enquiries

Catholic Early Learning and Care Executive Director - admin@cclc.catholic.org.au

7. Related Documents

Education and Care Services National Law

Education and Care Services National Regulations [Education and Care Services National Regulations](#)

8. Approval



Alison Forster

Director

Catholic Early Learning and Care

Date: 25/07/2025