**Administration of Medication**

**Reviewed: 03/08/2018 Next Review: 03/08/2019**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **National Quality Standard(s)** | [**Preschool Handbook**](https://schoolsequella.det.nsw.edu.au/file/caddbee8-92ca-422b-a9df-cffdd34d5ccf/1/preschool-handbook.pdf) **reference** | **School policy or procedure, where applicable** |
| [Regulation](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html?context=1;query=93%20%20;mask_path=au/legis/nsw/consol_reg/eacsnr422) 92[Regulation](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html?context=1;query=93%20%20;mask_path=au/legis/nsw/consol_reg/eacsnr422) 93[Regulation](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s94.html?context=1;query=94;mask_path=au/legis/nsw/consol_reg/eacsnr422) 94[Regulation](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s95.html?context=1;query=95%20;mask_path=au/legis/nsw/consol_reg/eacsnr422) 95[Regulation](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s93.html?context=1;query=93%20%20;mask_path=au/legis/nsw/consol_reg/eacsnr422) 96 | 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): | **2.1.2: Health Practices and Procedures**Effective illness and injury management and hygiene practices are promoted and implemented. | Wellbeing, page 30  | [Student](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) [Health](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) [in NSW](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) [Public](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) [Schools:](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) A summary and consolidation of policy PD/2004/0034/V01- |

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.

Preschool staff who volunteer and are trained can give prescribed medication to children in non-emergency situations.

In general, schools and preschools, do not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition.

In some cases the medical practitioner may prescribe an over-the-counter medication. If so, staff should follow the same procedures as for ‘prescribed medications’. Parents must complete and sign a Request for Administering Prescribed Medication form, available at [www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/formletters/index.php](http://www.schools.nsw.edu.au/studentsupport/studenthealth/individualstud/formletters/index.php)

Completed documentation will be safely stored in a locked filing cabinet in the Edgeworth Public School Preschool office.

In the case of asthma or anaphylaxis, emergency medication can be administered without parental consent.

Preschool staffs complete a DoE online course titled ‘e-Administering prescribed medication at school’ (e-APMS), available through MyPL.

WHS will be supplied with a copy of children’s Health Care Pans.

A photograph of each child whom takes regular medication/s are located in obvious, appropriate spaces and include medical details and emergency procedures.

* ***The following procedures apply to giving medication:-***
* On arrival, parents give the child’s medication to a staff member for safe storage.
* All non-emergency medication is to be stored in a locked cupboard or locked container in the refrigerator, out of reach of children.
* 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 must not be given.
* When a staff member administers medication to a child, the staff member records this and another member of staff verifies that the medication was administered as prescribed. The record must 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 is to be made available to parents for verification.
* Permission forms to give medication for a prolonged period must 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 are encouraged to advise if a child is on medication, even when it is not given at the preschool.
* All medication forms are to be kept in the school until the child reaches the age of 25 years.
* There may be times when emergency medication needs to be given to children in the preschool. This must 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 which may involve calling an ambulance.