



Administration of Medication Policy

Philosophy Statement

Epic Holiday Camps are committed to creating a fun and safe environment for school-aged children to enjoy meaningful **real-world experiences** to remember forever. With a focus on **learning through play**, we offer exciting **age-matched activities** to support children in gaining confidence, developing their identity and enhancing their **health and wellbeing**. Organisational culture is important to us and we strive to build teams of motivated, fun and **engaging teachers** who children and families can **respect and trust**. Effective communication with children and their families underpins everything we do, ensuring we foster respectful relationships and **continually improve** our program delivery.

Policy Rationale

It is Team Holiday's policy to ensure that medication brought to the centre is stored and administered safely, with the appropriate documentation completed by both parents / guardians and educators.

Procedures

The Nominated Supervisor's Responsibilities are:

- Advise and educate families on the Administering Medication Policy if requested.
- Participate in the annual review of the Administering Medication Policy.
- Be responsible for ensuring all Medication Forms are correctly filled out and filed away to Team Holiday Head Office.
- Ensure volunteers and students are informed on the policy and understand their obligations.

The Families Responsibilities are:

- To complete the Medication Administration Form daily (as needed), including specific requirements of the Education and Care Services National Regulations 2011 (R92).
- Inform the program staff on the correct storage of the medication, for example in the refrigerator.
- Ensuring all medication is brought into the program with a pharmaceutical label on it, including over the counter medications and natural remedies.
- Collect the medication on arrival to take home.



The Educator's responsibilities area:

- To check labels on medication to ensure the child's name, name of the medication, dosage required and expiry date of the medication is on the label.
- To ensure that prescribed medication must be in its original container.
- Over the counter medication such as Panadol or natural remedies must have a pharmaceutical label on it with the child's name and dosage required. The dosage outlined on the label/pharmaceutical label will only be administered.

Handing over Medication

- Parents or Guardians are required to hand the medication over to an Educator who will place medication into the medication boxes stored at the service.
- Staff are to check that the medication is labeled appropriately (name of child, dosage, and expiry date)
- Staff are to direct the parent/guardian to complete the Medication Authorisation Form.

Completing the Medication Permission Form

- Staff are required to complete the individual medication forms each day for medication requirements of children. The parent must complete a new entry for each day/dose that is required and the specific time or circumstances for administration of medication must be included.

Storage of Medication

- All medication that is brought into the program is to be stored in an area that is not easily accessed by children. All medication must be labelled with the child's full name.

Administering Medication

- Medication can be administered without the parent authorisation, in the case of an asthma or anaphylaxis emergency only when educators are directed to do so by medical personnel, such as a doctor or ambulance officer.
- Staff are required to check that the medication is appropriately labelled with the child's name, dosage, and expiry date.
- An educator is required to administer the medication according to the parent's instructions on the medication permission form. Staff must check the dosage before it is administered.
- Staff are required to include their full name and sign that that medication has been administered on the Medication authorisation form.



- Students, volunteers and relief staff are not permitted to administer medication.
- Parents are to collect their child's medication from the medication boxes at the end of the day.

References:

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's health and safety
Education and Care Services National Regulations (2011) R 92
Education and Care Services National Law Act (2010) S 176