



Medication Nominated Supervisor

NQS Element 2.1.2 Health practices and procedures

NQS Element 7.1.2 Management systems

Date: _____

Name of the person conducting the checklist: _____

Records

Is an Authorised Medication Record completed for each child who requires medication? Yes No NA

Practices

Before administration do educators check all medication:

- is authorised in writing? Yes No NA
- is in the original container? Yes No NA
- has an original label? Yes No NA
- has instructions they can read easily and follow these instructions? Yes No NA
- has the child's name on the label? Yes No NA
- is within its use-by date? Yes No NA
- is the correct dose? Yes No NA

Is the child's identity and dose of medication always checked by someone else before a child is given medication? Yes No NA

Is there a process to ensure educators don't forget to administer medication eg timer is set? Yes No NA

Do educators regularly check the children's bags to ensure medication is not left in a bag or locker? Yes No NA

Is there a documented procedure covering self-administration of medication if this is allowed at your Service? Yes No NA

Storage

Is all medication stored according to the medicine's instructions? Yes No NA

Is all medication stored in a locked labelled container in a cabinet or fridge? Yes No NA

Do educators always know where children's medication is stored? Yes No NA

Do educators always know where the emergency asthma and anaphylaxis kit is stored (eg Ventolin and Epi-pen)? Yes No NA

Is all medication given directly to an educator when a child arrives? Yes No NA

Does a specific educator hold a child's medication and medical management plan during an excursion? Yes No NA

Diary Note

Do you diarise to regularly remind families to replace medication before it expires (eg every three months)? Yes No NA

Do you organise a staff member to regularly check medication to make sure it hasn't expired? Yes No NA



Actions required

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