



Administration of Authorised Medication Policy

- Medication must be handed to educators and not left in a child’s bag
- Medication will only be administered if it is authorised by a parent or a person the parent has authorised on the enrolment form except:
 - in an anaphylaxis or asthma emergency, medication may be administered without authorisation.
 - in other emergencies we may obtain verbal authorisation from parents, or emergency services if parents can’t be contacted.

In both these cases parents will be advised as soon as possible

- If authorised (unless asthma or anaphylaxis emergency), medication will only be administered if it’s in the original container, has an original legible label, hasn’t expired, and is administered in line with any instructions on the label or from the doctor.
- A Medication Record will always be completed when medication is administered containing the authorisation, the time and date the medication is/was administered, the dosage, the name and signature of the person administering the medication and of the person who checked the dosage and child’s identity.

Check what your policy says in relation to Over-the-Counter Pain Relief medication like Panadol. It will either say:

- *We do not accept written or verbal authorisations to administer Over-the-Counter pain relief medication like Panadol, Nurofen, Ibuprofen and paracetamol unless it has been prescribed by a medical practitioner, or authorised verbally by a medical professional in an emergency OR*
- *Unless the child has a medical emergency (see below), we only accept written authorisations to administer Over-the-Counter pain relief medication, including medication like Panadol, Nurofen, Ibuprofen and paracetamol....*

Do you have any feedback or comments about this policy? Please include below.

Educator’s Name	Educator’s Signature

Week 26, 19 to 23 August 2024 – 2.2.1 Supervision