

## PROCEDURE – ADMINISTERING MEDICATION

### Receiving and storing

1. A qualified educator will complete the *Administration of Medication Record* with the parent/guardian to ensure all details are submitted and correct before leaving the child at Baringa.
2. Upon arrival at Baringa each day, an educator is to take the medication from the parent/guardian and store it either in the fridge or in the medication box, which is inaccessible to children.
3. Children who are at risk of anaphylaxis will not be permitted to enter Baringa without the adrenaline auto-injector kit. This should be
  - a. kept out of reach of children and stored in a cool, dark place at room temperature; and
  - b. must be readily available when required (not locked away) and a copy of the child's Medical Management Plan should be stored with it.
4. Medication must:
  - have the original label clearly showing the name of the child
  - be in its original container
  - be prescribed by a registered medical practitioner
  - have clear instructions detailing time of administration and dosage
  - show expiry or use-by date.

### Administering and witnessing

5. The process requires two qualified educators – one to administer and one to witness. The administering educator must hold a current approved First Aid qualification.
6. When it is time to administer the medication, an educator will collect the medication record, medication and syringe or measuring cup.
7. Collect the child, ensuring they feel comfortable.
8. Ask another educator to be the witness.
9. Read through the *Administration of Medication Authorisation* form noting the relevant details.
10. Check the parent or authorised person has signed the *Administration of Medication Authorisation* form.
11. Check the name of the medication against the *Administration of Medication Authorisation* form.
12. Check the expiry or used by date.
13. Check the identity of the child is consistent with the name on the medication container.
14. Check dosage is consistent with what is on the container.
15. Wash hands using the hand washing protocols.
16. Measure the required dosage of medication using syringe or measuring cup.
17. Have the qualified educator check all details on the *Administration of Medication Authorisation* form are correct, including the dosage of medication and the identity of the child, prior to administering the medication to the child.
18. Once medication details have been confirmed, administer the medication to the child.
19. Both educators are to complete the *Administration of Medication Authorisation* form with your full name and signature along with time medication was administered.
20. Encourage the child to return to their play or routine time.
21. Return medication to correct storage area.

22. Wash and sterilise medication utensil.
23. Wash hands using the hand washing protocols.
24. At the end of the day ensure medication goes home with the parent/guardian if required (e.g. antibiotics), or is stored safely in the fridge or medication box.