

Policy 2.1 | Medication/Management of Sick Children

Policy Date:	November 2017
Review Date:	Last reviewed date: 30.05.2018 Date for next Review: Jan 2019
Applies to:	Educators and Families
Related Policies and Forms:	Medication-Occasional 2.1B Medication- Long Term 2.1C NSWIHCS Policies and Procedures Incident, Injury, Trauma & Illness Record
Material Sources:	Work, Health and Safety Act 2011 Education and Care Services National Regulations 2011 Division 1, 88 NQS A2 2.1.3, 2.1.4

Policy Statement

This policy applies to families and Educators to ensure safe practices when dealing with sick children and issuing medication to children within the home setting. NSW In-Home Childcare will take every reasonable steps to certify every child's health and wellbeing is safeguarded whilst protecting children from harm, hazards and medication.

Purpose

Ensure Educators are aware and compliant to their obligations as Early Childhood professionals on safe practices when dealing and administering medications to children.

Educators need to be aware that they must maintain the safety and welfare of children within their care and all medications should be administered in accordance with legislative guidelines accuracy and maintenance is paramount.

Practices

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NSW In-Home Childcare has the responsibility to have policies, procedures and forms for management of sick children and administering of any medication.

Educators are to adhere to the service policies and practices and must take reasonable to steps that all procedures are followed and made available for inspection or at request.

In the case of contagious illness it is recommended the family contact NSW In Home Childcare Services and inform them immediately, in order for our service to document the illness on our infectious disease register and notify the IHC Agency.

The service provider in consultation with the educator will make the final decision if an educator is to work with a family who has a child with a contagious illness.

Considerations:

- Has the environment been assessed ensuring all precaution of spread of contaminants been made?
- Has the educator been vaccinated against the contagious disease?
- What measures will be in place to ensure the health and safety of the children and educator?

On enrolment Families will need to provide the following information before care commences:

- Asthma or Anaphylaxis Management Plan
- List of Child's allergies/ supporting medical documentation
- Medication Plan

Procedures

1. Families of children are required to provide the service with any information in regards to child or children's medical condition, allergies or medical management plan and other medical health care needs.

As part of the enrolment procedures, families are requested to sign a medication for non-prescribed medications such as Panadol emergencies.

2. An educator will be made aware that the child's medical or allergies before being engaged to commence care, ensuring the safety and wellbeing of the child.

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3. The educator, parent/guardian and service will discuss appropriate management of sick children, administering medications and use of epi pen for children with allergies.

4. All Asthma, Anaphylaxis and Medication Plans will be displayed in the child's home whilst care is taking place.

5. The family will notify the service immediately, if there are any changes in the child's medical condition, changes to medication and allergies.

6. NSW In-Home Childcare will support the self-administration of medication of school aged children whilst within the educator's supervision. Chronic conditions should be regularly reassessed as recommended by a qualified practitioner.

7. Families must complete all relevant Authorisations of Medications forms prior to ANY MEDICATION being administered.

8. Due to possible side effects the parent/guardian should always administer the first dose of any medication at least 2 hours prior of care commencing.

9. Prescribed medication can only be given if it is in its original container, bearing original label with name of the child, the dosage and frequency to be given and is within the expiry and use by date.

10. All non-prescribed medication for example; paracetamol must be in the original container with the original label, have clear dosage instructions and a current used by date.

11. The educator may administer paracetamol to children in care in the case of emergency with parental permission. The parent/guardian who are not present during this time will be contacted immediately via phone to seek verbal approval to administer medication and families are required to sign medication form upon being present.

12. The educator will record details of any medication administered to the child on the medication form, including the dosage, time of treatment, confirmed by the educator's signature. The parent/guardian will need to co-sign as witness.

13. With prior agreement and consent of the educator, additional instructions in the administration of the medication may be given in the form of a letter from the doctor and may include advice on the use of special equipment e.g. epi pen or ventilator.

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Educators are engaged to work with your family as educators providing an Early Education and Care program within the home setting and are not medically trained and therefore cannot perform certain medical procedures, such as tube feeding, suctioning of airways and other miscellaneous medical treatments.

14. Whilst In home care takes place, medication must be inaccessible to children at all times and kept at the recommended temperatures and used by the specified date.

15. NSW In-Home Childcare Services will retain the Medication record form and other records/information for a period of three years after the child has exited the service.

16. NSW In-Home Childcare will provide the educator and family with the “Medication/Management of Sick children” upon enrolment and update families, educators and service providers with any amendments made to the policy.

17. NSW In-Home Childcare has the right to refuse any unreasonable medical requests, which would threaten the safety and wellbeing of the children or educator.