Administration of Medication
Policy Statement 1

Aim:
To ensure the welfare, safety and appropriate health care of the children in the Nest.

Explanation:
The safety and welfare of children in the Nest is an important priority for all staff and community members. Proper procedures must be followed when administering medications to children as medications have the potential to harm if instructions are not followed when medications are administered. Staff will act to ensure that children in the Nest receive high quality care through the safe administration of medications.

Action:
- Nest staff are permitted to administer medications for asthma or ongoing health issues.
- Staff are not permitted to administer medications for short term illness such as antibiotics. Antibiotics are to be administered by a parent at home (before and after school and at bedtime if prescribed for three times per day).
- Panadol, cough medicine and antihistamine are not to be administered by staff.
- Parents (and when required, medical practitioner) must complete appropriate Medication Plan before medication can be administered in the Nest.
- Care plans for asthma and ongoing illness or forms from medical practitioner are kept in the ‘Health Plans’ folder with the ‘First Aid’ record in the Kitchen.
- When administering asthma medication two staff must check the details on the plan before giving the medication and sign the form to record that the medication was administered.
- Parents and medical practitioner will provide details of specific information regarding symptoms, e.g. asthma coughing, and instructions on how to operate equipment, e.g. nebuliser and spacer.

Principal

Governining Council