Wangala
PRIMARY SCHOOL

Outside School Hours Care Policy
Administration of Medication

Purpose

It is Wangala Primary School Outside School Hours Care's policy to ensure that medication brought to the service is stored and administered safely, with the appropriate documentation completed by both parents/carers and educators.

Procedures

The Approved Provider, Nominated Supervisor and representatives of the Approved Provider's, responsibilities are:

- Advise and educate families on the Administering Medication Policy if requested.
- Participate in the annual review of the Administering Medication Policy.
- Ensure all Medication Forms are correctly completed and appropriately stored.
- Ensure volunteers and students are informed of the policy and understand that they are not to administer or witness medication administration.

The Families responsibilities are:

- To complete the Medication Administration Form (as needed), including specific requirements of the Education and Care Services National Regulations 2011 (R92).
- Inform the service educators of the correct storage of the medication, for example in the refrigerator.
- Ensuring all medication is brought into the service in its original container, including over the counter medications and natural remedies, which are also required to be in their original container, with an expiry date and the child's name on them.
- Collect the medication on arrival to take home.

The Educators responsibilities are:

- To check labels on medication to ensure the child's name, the name of the medication, dosage required, and expiry date of the medication is on the label.
- To ensure that prescribed medication is in its original container.
- Over the counter medication such as Panadol or natural remedies must also be in their original container, with an expiry date and the child's name on them.

Handing over Medication

- Parents or Carers are required to hand the medication over to an Educator who will place medication into the first aid room.
- Staff are to check that the medication is labelled appropriately (name of the child, dosage, and expiry date).
- Staff are to direct the parent/carer to complete the Medication Administration Record.

Completing the Medication Administration Record

- Staff are required to complete the individual medication administration record each day for medication requirements of children. The parent must complete a new entry for each day/dose that is required and the specific time or circumstances for the administration of medication must be included.

Storage of Medication

- All medication that is brought into the program is to be stored in an area that is not easily accessed by children. All medication must be labelled with the child's full name.

Administering Medication

- Medication can be administered without the parent authorisation, in the case of asthma or anaphylaxis emergency only when educators are directed to do so by medical personnel, such as a doctor or ambulance officer.
- Staff are required to check that the medication is appropriately labelled with the child's name, dosage, and expiry date.
- An educator is required to administer the medication according to the parent's instructions on the medication permission form. Staff must check the dosage before it is administered.
- Staff are required to include their full name and sign that that medication has been administered on the Medication authorisation form.
- Students and volunteers are not permitted to administer medication.
- Parents are to collect their child's medication from the first aid box at the end of the day

References

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's health and safety
Education and Care Services National Regulations (2011) R 92
Education and Care Services National Law Act (2010) S 176

Review Cycle

This policy was last updated June 2025 and is scheduled for review in June 2027.
The recommended minimum review cycle for this policy is 2 years.