



Administration of Medication Policy

1. INTRODUCTION

The Administration of Medication Policy has been developed to meet the requirements of the Education and Care Services National Regulations (2011). It also fulfills the Life Skills & Adventures' goals, mission and vision in providing a safe environment for our service community. This policy outlines the key requirements of safe, supportive and effective administration of medication and assists our legal and moral obligation to ensure the ongoing safety and protection of children in our care. Life Skills & Adventures acknowledges the shared responsibility and collaboration between families, children and carers to ensure individual children's ongoing or preventative health needs are met and supported.

2. POLICY

Medication must be administered in accordance with all legislative requirements as outlined in the Education and Care Services National Law Act 2010 and Regulations 2011, including but not limited to;

Regulation 92 Medication Record

Regulation 93 Administration of Medication

Regulation 94 Exception to authorisation requirement- anaphylaxis or asthma emergency

Regulation 95 Procedure for administration of medication

Regulation 96 Self-administration of medication

By enacting Life Skills & Adventures procedures in Administration of First Aid and Medication, Hazard Management and Incident Reporting and Investigation and First Aid Management Procedure, the Nominated Camp Leader and/or Person with Management and Control of the Camp must ensure;

- Medication that is used to treat or prevent a medical condition (including, prescription, over the counter and homeopathic medications) must not be administered to a child at a camp without authorisation by a parent/guardian or person with the authority to consent to administration of medication to the child as stated on the enrolment form.
- Clear systems and procedures are in place to receive, administer and safely store medication at the camp and local safe work practices are evaluated regularly
- Clear information is available and communicated to families regarding their obligations to ensure the safe administration of medication to their children

Camp Administration Medication Requirements

All Camp Leaders and Carers receiving or administering medication must ensure medication is administered;

- From its original container with a current or in date expiry or use by date
- With clear administration dosages that are age appropriate for the relevant child and that the medication is being used for the purpose it is intended
- In accordance with any written instructions outlined in a medical management plan or instructions attached to the medication or provided by a registered medical practitioner
- For prescribed medications by a registered medical practitioner, medications will only be administered from a container that bears the original dispensing label with the name of the child to whom it is prescribed
- With a second person checking the details and dosage of the medication and witnessing its administration
- Details of the administration must be recorded in the medication record and signed by both staff
- When administering medication one staff must administer and check, a second staff must also check the dosage of medication and the identity of the child who the medication is being administered.
- Agency relief staff will only administer medication under full supervision of a LSA staff member. Students and volunteers are at no time allowed to receive medication from a parent/guardian or administer the medication.
- If a child arrives and appears unwell, Camp Leaders/Carers may ask parents to take their child home and provide a clearance from a registered medical practitioner before the child can return to the camp.

Skin Conditions Medication and Creams

- In the case of ongoing requirements for skin conditions, camp leaders may administer skin condition medication and creams as a preventative measure where required by parents/guardians
- A medical management plan, outlining the administration requirements, must be provided, including a demonstration to staff on how and where to administer the skin conditions medication or cream
- Where medication or cream is provided in an ongoing preventative basis, parents will be required to complete a medical management plan, which may include a letter from the child's health professional in regards to the continued use of the medication.
- Where medication is provided to treat rather than prevent, parents/guardians must still complete an Authorisation to Administer Medication form as usual.

Emergency Provision

To ensure compliance with Regulation 94: Exception to authorisation requirement- anaphylaxis or asthma;

- In the case of an anaphylaxis or asthma emergency, medication may be administered to a child without an authorisation
- The Designated Supervisor or person currently in charge of the camp will oversee the emergency Administration of Medication to ensure the safety and wellbeing of the child, and ensure the parent/guardian of the child and emergency services are notified as soon as practicable.

Storage and Transportation of Medication

The Designated Supervisor or Supervisor present and in charge of the camp must ensure;

- All Auto Injection Devices, asthma and other medications are kept in a clearly labeled medication container out of reach of children
- All staff are aware of the location(s) of the storage of medication
- Medication that needs refrigeration is kept in a fridge
- In instances where Routine outings or excursions are planned, medication must be in a clearly labeled thermo-regulated storage pack suitable for transporting medication.

Self-Administration of Medication

A camp may permit an over preschool aged child to self-administer medication if an ongoing health issue or situation requires it. Where an individual circumstance requires self-administration of medication, the parent/guardian or authorised nominee must complete the Authorisation to Administer Medication form. The parent/guardian or authorised nominee must state “self-administer” in the Method of Administration column when completing the medication record. A risk minimisation plan and a medical management plan will be developed with the parent/guardian and child.

When a child self-administers medication they must;

- Inform a staff member to collect the medication from the agreed appropriate storage location
- Two staff members must witness and check the administration of medication including dosage
- The medication record must be completed by staff upon completion of the child self-administering the medication.
- The parent/guardian or authorised nominee signs the Administration of Medication Form when the child is collected from the camp.

The self-administration of medication will most commonly be used for Asthma and Diabetes medication or other medications that parents and camp leaders together deem appropriate.

Parent/Guardian or Authorised Nominee Requirements

To assist Life Skills & Adventures in the safe administration of medication, the designated Supervisor of a camp must ensure the following responsibilities are met by Parents/Guardians or other Authorised Nominees;

- Full disclosure of all relevant information that is required to manage the medical or health condition during the time the child attends the camp, including status of the child’s health and details of possible side effects of the medication and any allergy reports, asthma plans or details of ongoing conditions and/or treatment.
- Officially transfer the holding of the medication and authorise Life Skills & Adventures to administer the medication by completing the Administration of Medication Record upon arrival at the camp.
- When collecting their child, parents must co-sign the Administration of Medication Form.
- Sick children who are receiving medication must have completed a full dose over a 24

hour period before returning to the camp.

- The camp can request a written confirmation of medical health information from a child’s medical practitioner via the parent/guardian where a previous formal diagnosis has not been made by a medical practitioner.
- Other medications to be administered other than prescription medication (including natural remedies and over the counter medication) must be in writing from a health care professional/pharmacist stating all details as listed above in accordance with the Education and Care Services National Regulations.

3. DEFINITIONS

Medication: a drug or other form of medicine that is used to treat or prevent disease.

Auto Injection Device: a medical device designed to deliver a single dose of a particular drug. In Children’s Services, this is most typically called an EpiPen or Anapen and contains adrenaline to combat the life threatening anaphylactic reaction.

Medical Management Plan: a written plan that outlines the requirements of managing a child’s particular illness, condition or disease.

4. SCOPE

The scope of this policy applies to all approved Camp Programs undertaken by Life Skills & Adventures.

5. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations	All Carers/Camp Leaders will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children.
Company Director	Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.
Company Director	Approve the Policy and Provide official sign off on the Policy
CEO	Approve the Policy Provide official sign off on the Policy

6. MONITORING, EVALUATION AND REVIEW

The ongoing monitoring and compliance of this policy will be overseen by the LSA Director. Each program will complete an annual self-assessment against this procedure, associated policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the LSA Director using stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.