



Bacchus Marsh
Grammar

ELC POLICY

Early Learning Centre Administration of Authorised Medication Policy

Approved by the Approved Provider: 3 September 2025

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Administration of Authorised Medication Policy

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1 National Quality Standard

QA2	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

2 National Regulations

Regs	90	Medical conditions policy
	91	Medical conditions policy to be provided to parents
	92	Medication record
	93	Administration of medication
	94	Exception to authorisation requirement - anaphylaxis or asthma emergency
	95	Procedure for administration of medication
	96	Self-administration of medication

3 Early Years Learning Framework

LO3	Children take increasing responsibility for their own health and physical wellbeing. Educators promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community
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4 Aim

- 4.1.1 Our Service and our educators will only administer medication to a child if it is authorised or the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

5 Related Policies

Acceptance and Refusal of Authorisations Policy
Emergency Service Contact Policy
Enrolment Policy
Incident, Injury, Trauma and Illness Policy
Medical Conditions Policy

6 Implementation

- 6.1.1 Our service and educators will only administer medication to children if it is authorised by parents or another authorised person named on the enrolment form. If there is a medical emergency, we will also administer medication when authorised verbally by a parent or another authorised person, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.
- 6.1.2 Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to:
- Prevent, diagnose, cure, or alleviate a disease, ailment, defect, or injury.
 - Influence, inhibit or modify a physiological process.
- This covers products like sunscreen and nappy cream.
- 6.1.3 The Nominated Supervisor will ensure:
- A copy of this policy is provided to parents when they enrol their child.

- Children's medication is regularly audited to ensure it has not expired and is in the original container with legible labels.
- Training is provided for educators as required including in the administration of emergency medication like EpiPens and asthma inhalers, and where there are special requirements for administering medication e.g., nebulisers.

6.2 Administration of Prescribed Medication (non-emergency)

6.2.1 Educators will administer prescribed medication to a child if it complies with our policy requirements and:

6.2.1.1 If the medication is authorised in writing by a parent or another authorised person and:

- Is the original container
- Has not expired
- Has an original label and instructions that can be clearly read and, prescribed by a doctor with the child's name
- Is administered in accordance with the Doctor's instructions on the label or from the doctor.

6.2.1.2 After the child's identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

6.3 Over-the-Counter Pain Relief Medication e.g., Panadol

6.3.1 We do not accept written or verbal authorisations to administer Over-the-Counter pain relief medication like Panadol, Nurofen, Ibuprofen, and paracetamol unless it has been prescribed by a medical practitioner or authorised verbally by a medical professional in an emergency as outlined below. Pain relief medication may mask the symptoms of serious illnesses and our educators are not qualified medical professionals.

6.3.2 Anyone delivering a child to the service must not leave medication in the child's bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (e.g., EpiPens) and asthma puffers will be stored up high in rooms, so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a labelled container in a cabinet located in the Administration office or fridge located in the staff room. Non-refrigerated medication will be kept away from direct sources of heat.

6.4 Administration of Medication in emergencies other than anaphylaxis or asthma emergencies

6.4.1 Educators will administer medication to a child in an emergency:

- If a parent or another authorised person verbally authorises the administration of the medication; or
- They receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.

6.4.2 The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.

6.4.3 The Nominated Supervisor will contact the child's parent/guardian, and provide written notice to the parent/guardian, as soon as possible.

6.4.4 The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

6.4.5 Educators will not administer medication if parents or authorised persons provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or authorised person, educators will obtain authorisation from a registered medical practitioner or emergency service.

6.5 Administration of Medication during Anaphylaxis or Asthma Emergencies

- 6.5.1 Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
- 6.5.2 The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
- 6.5.3 The Nominated Supervisor will contact the child's parent/guardian and the emergency services as soon as possible.
- 6.5.4 The Nominated Supervisor will advise the child's parent/guardian in writing as soon as possible.
- 6.5.5 The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.
- 6.5.6 If a child has an adverse reaction to any medication or it's incorrectly administered, the educator or staff member will immediately notify the Nominated Supervisor who will contact the child's parents/guardians straight away and ensure an Incident Record is completed. A first aid trained educator or staff member will respond to any first aid needs in line with the practices outlined in the Incident, Injury, Trauma and Illness Policy, including calling an ambulance if required.

6.6 Medication Record

- 6.6.1 Educators will complete a Medication Record with the name of the child which:
 - Contains the authorisation to administer medication details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next.
 - If medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child's identity and dosage before it was administered and witnessed the administration.
- 6.6.2 We will use the Medication Record template published by the national authority ACECQA currently at <http://www.acecqa.gov.au/SearchResults.aspx?keywords=medication+record>

7 Sources

Early Years Learning Framework
Education and Care Services National Regulations 2011
National Quality Standard

8 Authorisation

ELC Document Name	Administration of Authorised Medication Policy	
Name of Reviewer: Approved Provider	CEO Andrew Neal	Signature:
Name of Reviewer: Nominated Supervisor	Kerry Osborn	Signature:
Date Revised	September 2025 Reviewed annually and when there are changes that may affect this policy or related procedures. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required	

9 History

Date	Amendment
September 2024	1. Reviewed and new format
September 2025	2. Reviewed no amendments