



PATTERSON LAKES PRIMARY SCHOOL

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Outside School Hours Care – Medication Policy

RATIONALE

To ensure the health and safety of children with the provision of authorised administering or required medication.

AIM

To ensure each child in the Patterson Lakes OSHC program are administered required medication with medical supervision, as prescribed by a medical practitioner and as stated on the register label.

IMPLEMENTATION

These procedures apply to program staff and parents.

- Whilst in care, children must not be introduced to medication they have not previously been given due to possible side effects occurring.
- Medication must be in the original container with the original label. It must state the child's name, dosage, time to be given, date of prescription and date of expiry. It must also be accompanied by a pharmacist label or doctor's written instructions.
- Medication must be stored appropriately, in a secure place inaccessible to children. A locked cupboard is appropriate.
- Medication must be given to the program staff on arrival. Staff must be notified prior to the child attending, that medication is to be administered.
- The parent/guardian must provide written permission for all medication to be administered, by completing the medication form each day that medication is required.
- Staff must administer the required medication according to the instructions on the medication form.
- A staff member must record the time and dose of medication given and sign the form as evidence that medication has been administered as requested.
- Medication forms are to be kept by the program staff.

Medication on an ongoing basis:

- Written permission must be obtained from the child's doctor for all ongoing or long term medication.
- The medication must be reviewed regularly at a period of time set by the prescribed doctor.
- A medication form needs to be signed at the time of ongoing medication being prescribed.
- The program is to be notified where a child requires medication on an ongoing basis. The program will request confirmation that medication is still current and has been reviewed by the medical practitioner regularly.
- A staff member will notify the parent of any times and dates that the medication has been administered.

Specific medication requirements:

- Disprin, Aspirin and vitamins are not to be administered.
- The Royal Children's Hospital will not endorse the use of naturopathic, herbal or home remedy medicines, as there are no regulations, policies or standards in place regarding the ingredients of such medicines.

Antibiotics:

- All antibiotics must be prescribed for the child and must have a label stating the child's name, dosage, time to be given, date of prescription and date of expiry.
- Where the label states 'take as directed', the parent must provide written information about the medication from the doctor or the pharmacist.

Creams/ointments:

- Prescribed creams/ointments must have the child's name, amount and frequency of application on the tube or bottle.

Permission for administering medication:

- The signed medication form must be retained until the child is 24 years of age.
- The medication form is to be treated as confidential. One form is to be used for each child.
- The form must contain the following information:
 - Child's name.
 - Child's treating doctor/specialist.
 - Dosage showing number of doses, amount and time/s the staff member is to administer these. (must be in accordance with the label instructions).
 - Name of the medication, form of medication and strength of medication (this information is on the label).
 - Date, time and amount of doses administered by parent at home over the previous 24 hour period.
 - Where the medication is to be stored.
 - A question and reply as to whether this is the first occasion that the child has had this medication.
 - Nature of the child's illness. Note that children who are infectious should not be in the OSHC program.
 - Staff member's signature against each dose.
 - Parent's signature to acknowledge notification of doses administered.

Invasive, complex or injected medications:

- A plan for the administration of such medications must be organised in conjunction with the coordinator if the program staff are agreeable to do so and are fully informed of the requirements. Where the giving of injections is required, or the use of medication in response to an expected life threatening situation is required, program staff are recommended not to become involved without suitable qualifications or proper training.

Asthma plans:

- The program staff must have a recent copy of the child's Asthma Plan.
- All medication given for asthma is to be documented on a daily basis.
- Asthma Plans that are more than 12 months old should be reviewed and followed up by the program staff.

REFERENCES

Outside School Hours National Standards, 2.6

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was ratified at the School Council meeting held at Patterson Lakes Primary School, November, 2018.

Signed 
School Council President

Signed 
Principal