

## Administration of Medication Policy – Children’s Services

<b>Date adopted</b>	25 September 2025
<b>Adopted by</b>	Executive Leadership Team (ELT)
<b>Review due</b>	September 2028
<b>Responsible officer</b>	Manager Child, Families and Youth
<b>Records reference</b>	11629239

### 1. Purpose

Melton City Council is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff and other persons attending the service
- responding appropriately to the needs of a child who is ill or becomes ill while attending the service
- ensuring safe and appropriate administration and storage of medication in accordance with legislative and regulatory requirements.
- protecting child privacy and ensuring confidentiality
- maintaining a duty of care to children at the service.

This policy has been adapted from PolicyWorks Catalogue by the Early Learning Association Australia

### 2. Application And Scope

This policy applies to services responsible for the direct education and care of children covering the administration of both Prescribed and Non-Prescribed Medication at Melton City Council programs.

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Melton City Council programs including offsite excursions and activities.

### 3. Background

#### Authorisation to administer medication

Medication (including prescription, non-prescription, over the counter and homeopathic Medications, self-administered medications) must not be present and/or administered to a child at a service without the authorisation of a parent/guardian or person with the lawful authority to consent to the administration of medical attention to the child.

In the case of an emergency, it is acceptable to obtain verbal consent from a parent/guardian, or to obtain consent from a registered medical practitioner or medical emergency services if the child’s parent/guardian cannot be contacted. In the case of an

anaphylaxis or asthma emergency, medication may be administered to a child without authorisation following the direction of the child's Medical Management Plan. In this circumstance, the child's parent/guardian and/or emergency services must be contacted as soon as possible after the event (National Regulations 94). In these instances, notifications of serious incidents (refer to Definitions) must be made to the regulatory authority (DE) as soon as is practicable but not later than 24 hours after the occurrence (National Law: Section 174(2), Regulation 175, 176)

In the case of all other emergencies, it is acceptable to obtain verbal consent from a parent/guardian, or to obtain consent from a registered medical practitioner or medical emergency services if the child's parent/guardian cannot be contacted.

### **Administration of medication**

When educators are required to administer Medication, they must abide by specific regulatory requirements, such as obtaining written consent, and must follow the guidelines of this policy and the accompanying procedure.

A Medication Record must include the following information:

- the name of the child
- the authorisation to administer Medication (including self-administration, if applicable) signed by a parent/guardian or a person named in the child's enrolment form as authorised to consent to administration of Medication
- the name of the Medication to be administered
- the time and date the Medication was last administered
- the time and date or the circumstances under which the Medication should be next administered
- the dosage of the Medication to be administered
- the manner in which the Medication is to be administered.
- If the Medication is administered to the child:
  - the dosage that was administered
  - the manner in which the Medication was administered
  - the time and date the Medication was administered
  - the name and signature of the person who administered the Medication
  - the name and signature of the person who witnessed and checked the dosage, if another person is required under National Regulations 95 to check the dosage and administration of the Medication.

The Vacation Care and Family Day Care Service provides education and care to children over preschool age (as defined in National Regulations 2011) and may allow these children to self-administer Medication. Where the service chooses to allow self-administration of Medication, the Approved Provider will consider the risks associated with this practice, their Duty of Care and have developed appropriate guidelines below to clearly specify the circumstances under which such permission would be granted and also within the procedures to be followed by staff at the service. Children over school age will only be permitted to self-administer Medication if the parent/guardian has given written authority to the service, and the parent confirms the child is capable and willing.

## 4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Term	Definition
<b>Approved First Aid, Anaphylaxis Management and Emergency Asthma Management Qualification</b>	A list of Approved First Aid qualifications, Anaphylaxis Management and Emergency Asthma Management training is published on the Australian Children's Education & Care Quality Authority (ACECQA) website.
<b>Duty Of Care</b>	A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonably foreseeable risk of injury.
<b>Illness</b>	Any sickness and/or associated symptoms that affect the child's usual behaviours and/or participation in the activities at the service.
<b>Infectious Disease</b>	A disease that can be spread, for example, by air, water or interpersonal contact. An Infectious Disease designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service.
<b>Injury</b>	Any harm or damage to a person.
<b>Medical Management Plan</b>	A document that has been provided by the parent to the service, prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, required medication and includes the child's name and a photograph of the child. An example of an Action Plan can be found on the Australasian Society of Clinical Immunology and Allergy (ASCIA) website (refer to <i>Sources</i> ).
<b>Medication</b>	<p><b>Prescribed</b></p> <p>Medicine, as defined in the <i>Therapeutic Goods Act</i> 1989 (Cth), that is:</p> <ul style="list-style-type: none"> <li>authorised by a health care professional</li> <li>dispensed by a health care professional with a printed label that includes the name of the child being prescribed the Medication, the Medication dosage and expiry date.</li> </ul> <p><b>Non-Prescribed</b></p> <p>Over-the-counter Medication, including vitamins and cultural herbs or homeopathic Medications that may have been recommended by an alternative health care professional such as a naturopath.</p>

Term	Definition
<b>Medication Record</b>	<p>Contains details for each child to whom Medication is to be self-administered or administered by the service. This includes the child's name, signed authorisation to administer Medication and a record of the Medication administered, including time, date, dosage, manner of administration, name and signature of person administering the Medication and of the person checking the Medication, if another person is required to check the dosage and administration of the Medication (National Regulations 95c).</p> <p>A sample <i>Medication Record</i> is available on the ACECQA website.</p>

## 5. Related Documents

Name	Location
Local Government Act 2020	<a href="https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020">https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020</a>
Relevant legislations and standards include but are not limited to	<ul style="list-style-type: none"> <li>• Education and Care Services National Law Act 2010</li> <li>• Education and Care Services National Regulations 2011</li> <li>• Health Records Act 2001 (Vic)</li> <li>• National Quality Standard, Quality Area 2: Children's Health and Safety</li> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Public Health and Wellbeing Act 2008 (Vic)</li> <li>• Public Health and Wellbeing Regulations 2009 (Vic)</li> <li>• Therapeutic Goods Act 1989 (Cth)</li> </ul>
Sources	<ul style="list-style-type: none"> <li>• Australian Children's Education and Care Quality Authority (ACECQA), Medication Record sample template: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>• Allergy &amp; Anaphylaxis Australia: <a href="http://www.allergyfacts.org.au">www.allergyfacts.org.au</a></li> <li>• Asthma Australia: <a href="http://www.asthma.org.au">www.asthma.org.au</a></li> <li>• Department of Health: <a href="http://www.health.vic.gov.au">www.health.vic.gov.au</a></li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>• Guide to the National Quality Standard (ACECQA): <a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a></li> <li>• Healthdirect: <a href="http://www.healthdirect.gov.au">www.healthdirect.gov.au</a></li> </ul>

Name	Location
Related Policies	<ul style="list-style-type: none"> <li>• Administration of First Aid</li> <li>• Anaphylaxis</li> <li>• Asthma</li> <li>• Child Safe (MCC)</li> <li>• Child Safe Environment and Wellbeing</li> <li>• Dealing with Infectious Diseases</li> <li>• Dealing with Medical Conditions</li> <li>• Enrolment and Orientation</li> <li>• Excursions, Regular Outings and Service Events</li> <li>• Incident, Injury, Trauma and Illness</li> <li>• Privacy and Confidentiality</li> </ul>

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