
Document Name:	Administration of Medication Policy
Document Type:	Policy
Document Number:	12.00
Domain:	Evidence, Practice and Outcomes
Regulation:	National Quality Framework
Regulatory Area:	Quality Area 2
Version:	1.00
Document Status:	Draft
Approved On:	17/03/2025
Effective Date:	17/03/2025
Review Date:	17/03/2025
Approver:	CEO
Custodian:	Executive Director Services

1. Purpose

This policy will clearly define the:

- procedures to be followed when a child requires medication while attending a Meli Kindergarten Service (MKS)
- storage of medication
- responsibilities of nominated supervisor, educators, staff parents/guardians and the approved provider to ensure the safe administration of medication at MKS.

2. Scope

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

3. Policy

MKS is committed to:

- providing a safe and healthy environment for all children, 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.

Authorisation to Administer Medication

Medication (including prescription, non-prescription, over the counter and homeopathic medications) must not be 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 anaphylaxis or asthma emergency, where the child does not have a medical management plan or other form of authorisation, first aid treatment is provided as described in the Anaphylaxis Policy and Asthma Policy. In this circumstance, the child's parent/guardian and emergency services must be contacted

as soon as possible after first aid has commenced (Regulation 94). In these instances, notifications of serious incidents must be made to the regulatory authority (DET) 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

The approved provider must ensure that when early childhood teachers/educator administers medication, they must follow the guidelines of this policy and the procedures outlined in Attachment 1.

A medication record must be completed with the following information:

- Name of the child
- Authorisation to administer medication signed by a parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication
- Name of the medication to be administered
- Time and date the medication was last administered
- Time and date or the circumstances under which the medication should be next administered.
- Dosage of the medication to be administered
- How 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
- Name and signature of the person who checked the dosage, if another person is required under Regulation 95 to check the dosage and administration of the medication
- The administration of paracetamol must be carried out in accordance with the Administration of Paracetamol Procedure, including temperature thresholds, dose limitations, and parent notification requirements

4. Definitions

Approved first aid qualification: The list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au

Authorisation / Authorised Person: A parent or guardian listed on the child's enrolment record, or a person authorised in the enrolment record to authorise the administration of medication, medical treatment, or to collect the child.

Emergency Medication: Medication required for a diagnosed medical condition to be administered as prescribed in an emergency, such as adrenaline auto-injectors, asthma relievers, or seizure medication.

Illness: Any sickness and/or associated symptoms that affect the child's normal participation in the activities or program at the service.

Infectious disease: A disease that can be spread, for example, by air, water or interpersonal contact. An infectious disease is 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.

Injury: Any harm or damage to a person.

Medical Management Plan: A plan prepared and signed by a registered medical practitioner that outlines a child's medical condition, medication requirements, symptoms, and emergency response.

Medication: Prescribed and non-prescribed medication as defined below.

Medication Record: The approved form that documents written authorisation, details of medication administered, time, dosage, method, and signatures of the administering and witnessing staff members.

Non-prescribed/over-the-counter medication: Refers to medicine that you can buy without a prescription, including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath.

Paracetamol: A non-prescription analgesic and antipyretic medication used to relieve pain and reduce fever.

Prescribed medication: Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is:

- authorised by a health care professional
- 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.

5. Delegations and Responsibilities

The **Chief Executive Officer (CEO)** is responsible for:

- ensuring organisational compliance with legislation relating to the administration of medication
- approving this policy and any significant amendments
- allocating resources to support safe medication practices across Meli Kindergartens
- overseeing the effectiveness of systems that manage health, safety, and wellbeing.

The **Executive Director Services** is responsible for:

- ensuring this policy is implemented consistently across all Meli Kindergarten Services
- monitoring compliance, risk, and incident trends relating to medication administration
- supporting program director and managers to address service-level issues
- reviewing escalation reports regarding health and safety matters.

Program director and managers are responsible for:

- ensuring nominated leaders and educators follow all medication procedures
- monitoring medication record management and correct storage practices
- supporting staff training needs relating to medication administration
- escalating any medication errors, risks, or concerns to the Executive Director Services.

Educational leaders are responsible for:

- guiding educators in applying best practice medication procedures
- supporting the integration of health and safety practices into daily programs
- promoting consistent record-keeping and documentation standards
- Mentoring staff to ensure safe, responsive practices for children with medical needs.

Early childhood teachers, educators and all other staff are responsible for:

- administering medication following this policy, regulatory requirements, and training
- completing and verify medication records accurately and promptly
- storing medication securely and follow safe handling procedures
- reporting concerns, incidents, or errors immediately to the nominated supervisor.

Parents and guardians are responsible for:

- providing written authorisation and required documentation for medication
- supplying medication in its original container, labelled, in date, and appropriate for use
- keeping medical management plans current and inform the service of any changes
- collecting their child promptly when requested due to illness or health concerns.

Contractors, volunteers and students are responsible for:

- following the directions of the nominated supervisor relating to health and safety
- complying with relevant aspects of this policy while involved in service activities
- maintaining child safety and confidentiality at all times
- reporting any health or safety risk immediately to an educator or supervisor.

6. Policy Application

To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints, and incidents in relation to this policy and ensure satisfactory resolutions have been achieved
- keep the policy up to date with current legislation, research, policy, and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary due to risk (Regulation 172 (2)).

7. Legislation, Acts, Standards

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Health Records Act 2001 (Vic) • National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)

8. Related Documents

Policy

- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Anaphylaxis and Allergic Reactions Policy
- Asthma Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Diabetes Policy
- Enrolment and Orientation Policy
- Epilepsy and Seizures Policy
- Excursions and Service Events Policy
- Incident, Injury, Trauma and Illness Policy
- Privacy and Confidentiality Policy
- Administration of Medication Procedure
- Administration of Paracetamol Procedure

Sources

- Australian Children's Education and Care Quality Authority (ACECQA), Medication Record sample template: <https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>
- Allergy & Anaphylaxis Australia: <https://allergyfacts.org.au/>
- Asthma Australia: www.asthma.org.au

- Department of Health: <https://www2.health.vic.gov.au/>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011: www.acecqa.gov.au
- Guide to the National Quality Standard (ACECQA): www.acecqa.gov.au
- Healthdirect: www.healthdirect.gov.au

9. Document History

Version	Approved By	Approval Date	Effective Date	Sections Modified	Updated By
1.00	CEO	17/03/2025	17/03/2025	New Policy	Ben Reeve