

1. Policy Statement

Children attending St Nicholas Early Education services may require short term medication (including lotions and nappy creams) or longer-term medication for the treatment of chronic health conditions. Any medication must be administered as prescribed by medical practitioners and first aid guidelines to ensure the continuing health of the child and for the child's safety and wellbeing.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- All St Nicholas staff are aware of the correct procedures for the administration for any medications a child may require while attending an Early Education or OOSH service.
- St Nicholas adhere to all regulatory requirements in relation to the administration of medication.

3. Procedure Direction

Step	Detail
General information for administering medication	• All medication will be stored securely and in accordance with the storage directions relevant to the medication i.e. in a dry, cool place • Medication will be inaccessible to children at all times • Medication requiring refrigeration will be stored on the top shelf at the back of the refrigerator in a lockable storage container (unless it is emergency medication) • Medication stored in an individual medication bag, such as a child's emergency medication, will be clearly labelled with the child's name • Emergency medication (EpiPens, asthma medication, antihistamines, adrenaline injectors) must be stored: ○ at room temperature in a cool, dry place, ○ easily accessible to staff and never locked away. • All other medications must be stored in a locked box, and according to the instructions on the packaging eg refrigerated, cool, dry location etc • A copy of the child's MRMP and Medical Action Plan must be stored with their medication required for the treatment of ongoing medical conditions. Medication will only be administered: • if it is in the original container with the name of the medication clearly labelled. Webster packs are accepted if prepared and labelled by a pharmacist

	• is prescribed for that child and has a prescribed or recommended dosage on the label • is within its expiry date • when 2 Educators are present – one Educator to measure, administer and record the dose and a second Educator to check the details of the medication and dosage prior to the medication being administered to the child. • a <i>Medication Form</i> has been completed by the child's parent/guardian • the <i>Medication Form</i> must be completed by the administering Educator and signed by both educators at the time of administration St Nicholas services must have written authority from parents/guardians to administer any medication or to apply treatment for skin conditions to a child. This also includes non-prescription medications. The authority must be recorded on a <i>Medication Form</i> and include: ○ The name of the child ○ The name of the medication ○ The date and time that the medication was last given, this could be at home or at school ○ The date, time and dosage amount to be given at the service ○ How the medication is to be administered ○ Reason for the medication ○ Signature of the parent/guardian • If the child requires more than one dose of medication on any given day in care, each dose must be recorded separately. • Educators must be 18 years and over and hold current First Aid to administer medication. • Trainees and SBATs cannot administer medication. • Educators must not cut tablets. Any medication that needs splitting must be pre-cut by a pharmacist. • Some medications may be crushed, but medical advice must be provided • No verbal or phone authorisations for medication will be accepted (except emergencies or where written permission already exists, e.g., paracetamol).
Refusal to take medication	If a child refuses their medication: • they will not be forced unless required for immediate health or safety • parents must be informed as soon as possible • they must be collected if they cannot safely remain at the service • the refusal must be recorded, and an incident report completed in OWNA • report to direct line manager or Operations Manager as soon as possible • repeated refusals must be discussed with families and a management plan developed

Medication incorrectly administered	If a medication is incorrectly administered, the dosage is incorrect, or medication given to the wrong child, staff must: • Immediately contact the Nominated Supervisor/Responsible Person • Continue to closely monitor the child • Contact the child's parent/guardian • Call an ambulance if required • Report to Operations Manager or Senior Manager as soon as possible • Document the incident in mnResponse • Document the incident in OWNA • Report to the regulatory authority within 24 hours via the NQAITS portal
Administration of medication in an emergency	Medication may be given without prior authorisation only in: • anaphylaxis emergencies • asthma emergencies In all other medical emergencies, staff must attempt to obtain verbal authorisation from: • the parent/guardian • an authorised emergency contact, if parent/guardian is not contactable • a registered medical practitioner or emergency services (000) if all contacts are unreachable • Written notification must be provided to the parent/guardian or emergency contact as soon as practicable after medication is administered via completion of the <i>Medication Form</i>. • Complete an incident form in OWNA • Complete an incident form in MnResponse • Notify the regulatory authority via the NQAITS portal within 24 hours
Administration of regular Preventative Medication	In the case of preventative treatment for conditions such as asthma, epilepsy, anaphylaxis or diabetes, there must be written instructions, in the form of an Action Plan or Emergency Management Plan from a prescribing doctor. The Action Plan must include: ○ The conditions under which the medication is to be given ○ The dosage amount ○ At what point to seek further medical treatment of the situation worsens ○ Contact details of the medical professional ○ Contact details of the parent/guardian ○ A photo of the child • If the service is assessed as being unable to provide a safe environment for quality care due to staffing requirements, educator capability and/or environmental concerns, and all available options have been considered, St

	Nicholas reserves the right to decline or cease the enrolment in the interests of the child's health, safety and wellbeing. - Medication can be administered to a child without authorisation in the case of an Asthma or Anaphylaxis emergency - An ambulance should be called any time the medication for a serious condition is ineffective and the child deteriorates - A child must not attend any St Nicholas service if their emergency medication is not available on site or has expired - The <i>Medication Form</i> must be completed by 2 educators at the time the medication is administered.
Self-administration of medication – School Aged Children (OOSH) only	If a school age child attending a service requires medication, for example regular Asthma medication or Insulin, the child may administer the medication themselves if they are capable. - Written parental authorisation and an Action Plan must be provided - The medication form must be completed each time the child administers the medication, by an educator and signed by the parent/guardian - Medications prescribed for all other reasons will be administered by St Nicholas staff only. - If a child has received regular medication during School hours, the last dose time and amount must be included on the <i>Medication Form</i> when the medication is also administered on the same day in OOSH
Medication to reduce fever	- Where possible, educators will aim to reduce a child's temperature by removing warm clothing, applying wet cloths (not cold) or placing the child in a cool room - Staff will contact the child's parent/guardian and request they collect their child as soon as possible - If a child develops a fever that warrants the administration of fever reducing medication, educators will confirm if written authorisation has been granted by the child's parent/guardian on the child's enrolment form prior to medication being administered. - If a child has a temperature above 38 degrees C and/or the child appears to be unwell or in physical distress, educator may seek verbal consent over the phone from the child's parent/guardian to administer paracetamol/ibuprofen. The parent/guardian will be asked to collect the child immediately. - If a child does not have authorisation on their enrolment form for fever reducing medication, then no medication can be administered. - In all cases where fever reducing medication has been administered, a <i>Medication Form</i> will be completed and be required to be signed by the parent/guardian.

Administration of non-prescription medication and creams	The following non-prescription creams and medications may be administered by educators: • sunscreen • insect repellent • sorbolene lotion • paw paw ointment • teething gel • nappy rash creams • travel sickness medication Parent/Guardian Authorisation: • Authorisation to apply non-prescription creams must be completed on the child's enrolment form before use. • Authorisation to administer non-prescription medication (e.g. travel sickness medication, teething gel) must be completed on the <i>Medication Form</i> prior to administration. Requirements: • Non-prescription creams containing nut products will not be applied i.e. Bepanthen • All creams/medications must be provided in original packaging, labelled with: ○ child's first and last name ○ display dosage, frequency, date product opened and expiry date • If manufacturer instructions indicate a product is not age-appropriate, it will not be administered unless accompanied by a doctor's letter. • Sunscreen use must follow the service's Sun Protection Policy and Procedure. • Homeopathic, naturopathic, herbal, and alternative medications will not be accepted or administered.
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4. Roles and Responsibilities

Role	Responsibility
Approved Provider	• Ensure all medications are stored and administered as per the requirements under the regulations • Ensure all staff members are aware of the requirements in relation to the administration of medication in St Nicholas services • Ensure that the obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met. • Take reasonable steps to ensure that St Nicholas staff members, educators and visitors follow the policy and procedures

Nominated Supervisor Responsible Person	• Ensure all staff are aware of the procedures in relation to the administration of medication • Ensure all medication and dosages are documented, whether this be prescription medications or over the counter medications • Obtain written permission from families if they require a cream or lotion used at nappy changes • Ensure any child's Action Plans are current and are updated when changes to treatment or symptoms occur • Send a child home if they attend care without their emergency medication and complete an incident report in OWINA and notify senior management • Take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff and stakeholders • Take reasonable steps to inform and support educators and staff of their responsibilities in implementing the policy and procedures at all times • Guide and mentor educators and staff to be able to follow the policy and procedures
Educators / Staff	• Adhere to policies and procedures
Parents / Guardians	• Complete all medical information for your child on the enrolment form, including specific medical conditions and medical authorisations • Never leave medication in their child's bag and always pass it directly to the Educator on arrival • Explain the dosage amount, method and time to the Educator if the medication is not a regular one • Complete the <i>Medication Record</i> completely each day the medication is required, unless it is a regular preventative medication such as Ventolin • Provide an updated Medical Action Plan for their child if changes occur • Advise their Educator immediately should anything on their child's Medical Action Plan change • Acknowledge that their child will be sent home from care if they arrive without their emergency medication • Provide a Medical Action Plan at the time of enrolment if their child has one • Be aware of, support and follow the service's policies and procedures.

5. Related Documents

Policies and Procedures

- Medical Conditions Policy and Procedure
- Administration of First Aid Policy and Procedure

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- Enrolment and Orientation Policy and Procedure
- Records Management Policy and Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 85, 86, 87, 90, 92, 93, 94, 95, 96, 161, 162
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 167
- Public Health Act 1991 (NSW)
- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011

Other References

[Staying Healthy in Child Care](#)

National Quality Standard

QA 2.1.2 Health practices and procedures

QA2.2.2 Incident and emergency management

QA 7.1.2 Management systems

6. Definitions

Term	Definition
SBATs	School-Based Apprenticeship or Traineeship is a program that allows senior high school students (typically Years 10, 11, and 12) to begin a vocational qualification, work for an employer, and earn a wage while still completing their senior school certificate
Educator	A St Nicholas team member whose primary role is working directly with children
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 – 2 years to ensure it continues to be current and effective.

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