



BEFORE, AFTER & VACATION CARE

ADMINISTRATION OF MEDICATION POLICY

TeamKids, February 2026

FUN

GENUINE

INNOVATIVE

INVOLVED

REMARKABLE

POLICY RATIONALE

It is TeamKids' policy to ensure that medication brought to the service is stored and administered safely, with the appropriate documentation completed by both parents/guardians and educators.

PROCEDURES

The Approved Provider, Nominated Supervisor and representatives of the Approved Provider are responsible for:

- Advising and educating families on the Administering Medication Policy if requested.
- Participating in the annual review of the Administering Medication Policy.
- Ensuring all Medication Forms are correctly completed and appropriately stored, and not accessible by children.
- Ensuring volunteers and students are informed of the policy and understand that they are not to administer or witness medication administration.

The Parents/Guardians responsibilities are:

- Completing the Medication Administration Form (as needed), including specific requirements of the Education and Care Services National Regulations 2011 (R92).
- Informing the service educators of the correct storage of the medication, for example in the refrigerator.
- Ensuring all medication is brought into the service in its original container, including over the counter medications and natural remedies, which are also required to be in their original container, with an expiry date and the child's name clearly on them. For example, medications will not be accepted in snap lock bags, in divided/premeasured doses, in foil packaging or in individual day containers.
- Handing medication over to an Educator who will place medication in the designated storage space. Children will not be permitted to keep medication in their bags or on their person, at any time.
- Providing dosage amounts for medications in writing, noting that this cannot be more than that recommended on the container, unless a doctor's letter accompanies the completion of the medication authorisation record.
- Collecting medication on arrival to take home.

The Educators responsibilities are:

- Directing parent/guardian/authorised nominees, to complete the Medication Administration Form.
- Checking labels on medication to ensure the child's name, the name of the medication, dosage required and expiry date of the medication is on the label.
- Ensuring that prescribed medication is in its original container, including over the counter medication such as Panadol or natural remedies which must also be in their original container, with an expiry date and the child's name on them.
- Checking the medication authorisation record when parent/guardian/authorised nominee completes it, to ensure it meets the regulatory requirements.

COMPLETING THE MEDICATION ADMINISTRATION RECORD

- The child's parent/guardian/authorised nominee is required to complete the individual medication administration record each day for medication requirements of children. A new entry must be made for each day/dose that is required and the specific time or circumstances for the administration of medication must be included.

STORAGE OF MEDICATION

- All medication that is brought into the program is to be stored in an area that is not easily accessed by children. All medication must be labelled with the child's full name.

ADMINISTERING MEDICATION

- Medication can be administered without the parent/guardian authorisation, in the case of asthma or anaphylaxis emergency and only when educators are directed to do so by medical personnel, such as a doctor or ambulance officer, or when following the medical management plan.
- Educators are required to check that the medication is appropriately labelled with the child's name, dosage, and expiry date.
- An educator is required to administer the medication according to the parent/guardian instructions on the medication authorisation record. **A second educator must check the dosage before it is administered and sign to indicate this has occurred.**
- Educators are required to include their full name and sign to indicate that medication has been administered on the Medication authorisation record.
- Students and volunteers are **not permitted** to administer medication.
- Parents/Guardians are to collect their child's medication from the first aid box at the end of the day.

BREACHES OF POLICY

A breach of this policy may result in disciplinary action up to and including termination of employment.

REFERENCES

ACECQA National Quality Framework Resource Kit (2012)
Quality Area 2 – Children's health and safety
Education and Care Services National Regulations (2011) R 92
Education and Care Services National Law Act (2010) S 176

VERSION CONTROL

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Administration of Medication Policy No. PO-0026
Administration of Medication Procedures No. PR-0026