

the Y Ballarat – Administration of Medication Policy

Policy Number	Date Approved	Date Last Amended	Status
CP018-PO	01/07/2020	23/01/2019	FINAL

1. PURPOSE

This policy will clearly define the: Procedures to be followed when a child requires medication while attending the Y Ballarat Children's Services.

Responsibilities of educators, parents/guardians and the Approved Provider to ensure the safe administration of medication within the Y Ballarat Children's Services. This policy covers the administration of both prescribed and non-prescribed medication at YMCA services, including during offsite excursions and activities.

2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, staff and volunteers. This policy applies to The Young Men's Christian Association of Ballarat Inc and related entities and the Ballarat YMCA Youth Services. For the purposes of this document we refer to these as the YMCA. All Procedures must conform to this Policy.

3. POLICY

The Y Ballarat is committed to:

- providing a safe and healthy environment for all children, educators, staff and other persons attending the services;
- responding immediately to the needs of a child who is ill or becomes ill while attending the services;
- ensuring safe and appropriate administration of medication in accordance with legislative and regulatory requirements;
- ensuring that all educators have current approved first aid qualifications;
- developing and reviewing procedures for the authorisation and administration of medication required for the treatment or management of long-term conditions;
- ensuring that all educators are familiar with the procedures for the administration of medication and completing a medication record; Policy Number Date Approved Date Last Amended Status CS203-O(OP) 23/01/2019 Approved Administration of Medication Policy Administration of Medication Policy 23 January 2019 Page 2 of 4
- ensuring medication is administered with the authorisation of a parent/guardian or person with lawful authority to consent to the administration and medical attention to the child.

4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children's Services	The Children's Services Manager is responsible for the development, monitoring and review of the policy and

Manager	<p>related systems, ensuring content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children's Services educators on the appropriate implementation and use of policy</p>
Children's Services Team	<p>The Y Ballarat nominated supervisors and/or services management will oversee the implementation and services adherence to this policy (ie policy compliance).</p> <p>The Nominated supervisor and/or person with management and control will seek individual community feedback and facilitate an active consultation process with services users as appropriate.</p> <p>All educators will be provided with this policy annually and are responsible for the daily implementation of the policy when directly supervising children</p>
Managers and Supervisors	<p>Responsible for addressing any instance of non-compliance with this Policy and implementing strategies to help prevent noncompliance with this Policy.</p> <p>Responsible for implementing the processes outlined in this Policy, in accordance with this Policy, as required.</p> <p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p>
All employees, volunteers & students.	<p>Responsible for meeting the requirements outlined in this Policy.</p> <p>Responsible for raising concerns or complaints in accordance with this Policy.</p>

5. DEFINITIONS

Term	Definition
Approved first aid qualification	A list of approved first aid qualifications, anaphylaxis management and emergency asthma management training is published on the ACECQA website: www.acecqa.gov.au
Illness	Any sickness and/or associated symptoms that affect a child's normal participation in the activities or program at the services.
Medication (prescribed)	Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is: <ul style="list-style-type: none"> • authorised by a health care professional;

	<ul style="list-style-type: none"> • 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.
Medication (non-prescribed)	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.
Medication record	Contains details for each child to whom medication is to be administered by the services. 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 required (Regulation 92). A sample medication record is available on the ACECQA website.

6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

Related Legislation -

- *Enrolment and Orientation in Children's Services Policy Relevant legislation and standards include but are not limited to:*
- *Education and Care Services National Law Act 2010: Section 173, 167, 169, 174*
- *Education and Care Services National Regulations 2011: Regulations 79, 85-87, 90-96, 101, 102, 136, 137, 146, 147, 160-162, 168(2)(d), 173, 174, 177, 181, 183, 184, 246*
- *Health Act 1958*
- *Health Records Act 2001*
- *Information Privacy Act 2000 (Vic)*

National Quality Standard, Quality Area 2: Children's Health and Safety
Standard 2.1: Each child's health and physical health is supported and promoted
Standard 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

- *Occupational Health and Safety Act 2004*

7. SUPPORTING DOCUMENTS

- Victorian Early Years Learning and Development Framework (VEYLDF)
- National Early Years Learning Framework (EYLF)
- My Time our Place- Outside School hours Care Framework
- Occupational Health and Safety Regulations and Act
- Anaphylaxis Australia Inc and telephone support line 1300 728 000.

- Epilepsy Foundation of Victoria
- Diabetes Australia
- National Asthma Council Australia
- Royal Children’s Hospital, Department of Allergy

Other Resources

- Australian Society of Clinical Immunology and Allergy (ASCIA)
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th edition, 2013) National Health and Medical Research Council: <http://www.nhmrc.gov.au/guidelines/publications/ch55>
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011, p 62: www.acecqa.gov.au

8. Approval and Review

Approved By: Executive Management Group
Meeting Name: Executive Management Meeting
Meeting Date: 1st July 2020
Effective Date: 4th July 2020
Review Date: July 2021
Procedure Owner: Alicia Pratt OSHC Manager
 Carina O’Neil Early Years Manager
Contact Details: alicia.pratt@ymca.org.au
carina.oneill@ymca.org.au

Amendments

Version	Date	Author	Change Description
V1	July 2020	Alicia Pratt	Minor updates