



MEDICATION ADMINISTRATION PROCEDURE

PURPOSE: This procedure applies when a parent/guardian hands over medication at drop-off (or during the day) for a child **who does not have a Medical Management Plan** — for example, Panadol for a temperature, antihistamine for a mild reaction, or similar short-term medication.

KEY RULE — Reg 93: No written authorisation = no medication administered

Verbal instructions from a parent at drop-off are not sufficient. Written authorisation must be completed before the child enters the room. No exceptions.

STEP-BY-STEP PROCEDURE

1

Parent presents medication at drop-off

- Receive the medication from the parent/guardian
- Do NOT accept medication that is not in its original container
- Do NOT accept medication with no label or expired medication — return it to the parent

If the medication does not meet these requirements, it cannot be stored or administered. Politely inform the parent.

2

Complete written authorisation BEFORE the child enters the room

- Direct the parent to complete the Medication Authorisation in OWNA (via their phone) before leaving
- If OWNA is unavailable, use the paper Medication Record form — parent must sign before departing

The authorisation must include:

- Child's full name
- Name of medication
- Dosage to be given
- Time(s) to be administered (or circumstances, e.g. 'if temperature rises above 38°C')
- Parent/guardian signature and date

If the parent leaves before completing authorisation — hold the medication securely. Do not administer until written authorisation is received (via OWNA message or parent returns to sign).

3

Check medication before storing

- Confirm child's name is on the label or written on the container
- Check expiry date — do not accept expired medication
- Check dosage on label is consistent with authorisation provided
- Store in the designated locked medication cabinet (or fridge if required)
- Label with child's name and room if not already done

4

Administer medication at the authorised time

- Retrieve medication and check: correct child, correct medication, correct dose, correct time
- Have a second educator witness the administration where possible
- Administer as per parent's written instructions
- Monitor the child for any adverse reactions following administration

5

Record the administration immediately

- Complete the Medication Record in full:
- Medication name, dose given, time administered
- Name and signature of educator administering
- Name and signature of witness
- Record in OWNA health/medication log if applicable

6

Notify parent/guardian at pick-up

- Verbally inform the parent that medication was administered
- Confirm time, dose, and any observations
- Return any remaining medication to the parent at pick-up — do not retain overnight
- If an adverse reaction occurred, complete an Incident Report and notify parent immediately

WHEN TO REFUSE MEDICATION — Do not accept or administer if:

- Medication is not in its original container
- There is no label or the label does not identify the child
- The medication is expired
- No written authorisation has been or can be provided
- The dose requested exceeds the recommended dose on the label
- The child shows signs of illness that may require exclusion (see Dealing with Infectious Diseases Policy)

NOTE: Over-the-Counter Medication (e.g. Panadol, Nurofen, antihistamines)

EEL does not require a GP note for over-the-counter medication. Written parent authorisation is sufficient. However, educators should use professional judgement — if a child appears unwell enough to require pain relief or fever medication, consider whether the child meets the exclusion criteria under the Dealing with Infectious Diseases Policy. A child with a temperature of 38°C or above should not remain in care.

Related Policy

- Dealing with Medical Conditions Policy
- Incident, Injury, Trauma and Illness Policy
- Dealing with Infectious Diseases Policy

Key Forms

- Medication Record form (paper backup)
- OWNA Medication Authorisation (primary)
- Incident Report (if adverse reaction occurs)