



ADMINISTRATION OF MEDICATION POLICY



Policy Statement

Insight Early Learning is committed to protecting the health, safety, and wellbeing of every child. We recognise our duty of care and legal obligations when supporting children with medical needs. Medication will only be administered safely, accurately, and in line with current legislation, regulations, and best practice.

We work in partnership with families and health professionals to ensure:

- Children’s medical needs are managed with care.
- Medication is stored, handled, and documented correctly.
- Educators are trained, informed, and confident to respond to medical needs.
- Families provide up-to-date medical information and required medications each day.

Purpose

- Support children’s health and wellbeing through safe medication practices.
- Ensure educators understand children’s diagnosed medical conditions and how to respond.
- Administer medication only with proper authorisation. Promote compliance with all legislation, regulations, and best practice guidelines

Scope

This policy applies to all children, families, educators, staff, management, students, volunteers, and visitors at the service.

Legislative Requirements

Education and Care National Law	
Regulations	Description
Section 167	Offence relating to protection of children from harm and hazards.
Section 12	Meaning of serious incident.
Reg 85	Incident, injury, trauma and illness policy.
Reg 86	Notification to parent of incident, injury, trauma or illness.
Reg 90	Medical conditions policy.
Reg 90(1)(a)	Management of medical conditions including asthma, diabetes, anaphylaxis risk
Reg 91	Medical conditions policy to be provided to parents.
Reg 92	Medication record.
Reg 93	Administration of medication.
Reg 94	Exception to authorisation requirement for anaphylaxis or asthma emergency.
Reg 95	Procedure for administration of medication.
Reg 136	First aid qualifications.
Reg 162(c) & (d)	Health information to be kept in enrolment record.
Reg 170	Policies and procedures are to be followed.

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Reg 174	Time to notify certain circumstances to Regulatory Authority.
Reg 183	Storage of records and other documents.

Relevant National Quality Standard (NQS) Elements

Quality Area 2 – Children’s Health and Safety		
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest, and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced, and implemented.

Implementation

Medical Action Plans

- Families must supply a current plan signed by a medical practitioner before enrolment.
- Plans must be updated when changes occur.
- Risk Minimisation and Communication Plans will be developed in consultation with families

Administration of Medication

- Herbal or non-prescription medication requires a doctor’s letter.
- Educators must observe the child for a minimum of 30 minutes after medication is given to monitor for any adverse reactions, documenting observations.
- All medication should be double checked and signed by two authorised educators wherever possible

To administer medication:

- Medication administration must be authorised by a parent or guardian on Insight Early Learning Medication Authorisation form.
- Medication must be prescribed by a registered medical practitioner with instructions either attached to the medication or in written form from the medical practitioner.
- Medication must be from the original container/packaging.
- Medication must be labelled clearly showing the name of the child and dosage, provided by a pharmacist.
- Medication must be before the expiry/use by date.
- All medication administration should be double-checked and signed by two authorised educators wherever possible.

Storage of Medication

- Medication must never be left in children’s bags.
- Stored securely, inaccessible to children.
- Refrigerated medications kept in labelled containers.
- Adrenaline autoinjectors stored at room temperature in a readily accessible location with the child’s action plan.

Emergency Medication

- In an emergency, verbal consent may be accepted if written consent is not available.
- Staff will contact emergency services (000) if a child shows severe symptoms.

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- Parents will be notified as soon as possible.

Paracetamol

- May be given for fevers over 38°C only if prior written authorisation has been provided.
- Staff must confirm no dose was given in the last 4 hours.
- Only one dose will be given; the child must then be collected.
- Child may not return until fever-free for 24 hours.

Record Keeping

- Medication administration must be fully documented
- Records include child’s name, medication details, dosage, date/time, and staff signatures
- Records are stored securely in line with privacy requirements

Medication Kept at the Service

- Any emergency medication kept at the service must have a risk assessment completed.
- Emergency medication, such as Ventolin or adrenaline autoinjectors, must be easily accessible, properly stored, and regularly checked for expiry dates.

Administration of Emergency Medication

- The Nominated Supervisor / Responsible Person will contact the family to seek verbal authorisation by a parent, or a person named in the child’s enrolment form who is authorised to consent to the administration of medication.
- If all the child’s nominated contacts are non-contactable, the service will contact medical emergency services, and this will be acceptable if the parents cannot be contacted.
- Emergency service will be called (000) at any time a child appears unwell, is having trouble breathing, or could be having side effects to a medical condition or medication.
- The Nominated Supervisor / Responsible Person will notify the Regulatory Authority within 24 hours of any reportable incident.

Expiry and Disposal

- Expired or unused medication will not be administered
- Families must collect expired or unused medication promptly
- If not collected, the service will dispose of it safely

Communication with Families

- Families will receive this policy upon enrolment
- Parents will be informed of any medication given, including details and observations
- Parents will be notified immediate for any adverse reaction or emergency, and before the end of the day for routine medication
- Open communication with health professionals will occur where necessary

Education and Training

Annual refresher training in medication administration procedures, including correct dosage measurement, record keeping, and responding to adverse reactions.

Regular Auditing of medication storage, expiry dates, and administration records.

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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