

2.05. ADMINISTRATION OF MEDICATION

QUALITY AREA 2 | VERSION 9.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Futhermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy will clearly define the:

- procedures to be followed when a child requires medication while attending Wyndham City's Early Education and Care Services (EECS).
- responsibilities of nominated supervisor, early childhood staff, parents/guardians, and the approved provider to ensure the safe administration of medication at EECS.



Policy Statement

EECS is committed to:

- providing a safe and healthy environment for all children, early childhood teachers, educators, staff, and other persons attending the service.
- responding appropriately to the needs of a child who is ill or becomes ill while attending the service.
- ensuring safe and appropriate administration and storage of medication in accordance with legislative and regulatory requirements.
- protecting child privacy and ensuring confidentiality.
- maintaining a duty of care to children at the service.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Early Education and Care Services, including during offsite excursions and activities.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure parents/guardians are provided with access to this policy.	✓	✓	✓		
Inform parents and guardians of the steps stated in this policy and the responsibilities they must carry out when asking for medication to be given to their child.	✓	✓	✓		
Make the medication record available for parents/guardians to record information during operational hours.	✓	✓	✓		
Ensure that at least one educator on duty has a current approved first aid qualification , anaphylaxis management training and asthma management training.	✓	✓			
Ensure that all staff are familiar with the procedures for the administration of medication. (<i>Process 2.5.1: Safe Administration of Medication</i>)	✓	✓	✓		
Ensure each child's enrolment form provides details of the name, address and telephone number of any person who is authorised to consent to medical treatment of, or to authorise administration of medication to the child.	✓	✓	✓		
Ensure medication is only administered to a child being educated and cared for by EECS when it is authorised (written or verbal), except in the case of an anaphylaxis or asthma emergency.	✓	✓	✓		
Ensure the medication record meets regulatory requirements and is always available for recording the administration of medication to children at the service. (<i>Appendix 2.5.2: General Medication Form & Record & Appendix 2.5.3: Medication Record – Ongoing</i>)	✓	✓	✓		
Ensure all details in the medication record have been completed by parents/guardians/authorised persons prior to administering medication.	✓	✓	✓		
Ensure medication records are kept and stored securely until the end of 3 years after the last date on which the child was educated and cared for by the service.	✓	✓	✓		
Ensure medication is administered in accordance with regulation. (<i>Process 2.5.1: Safe Administration of Medication</i>)	✓	✓	✓		
Inform the teacher or educator if any medication has been administered to the child before bringing them to the service.				✓	
Physically hand the medication to a staff member when arriving at the service.				✓	
Fully complete the required forms to authorise the administration of medication.				✓	
Ensure no medication or over-the-counter products are left in their child's bag or locker.			✓	✓	
Ensure medication is not accessible to children and is stored in a childproof container.	✓	✓	✓		✓
In the event of an emergency, obtain verbal authorisation for the administration of medication from the child's parents/guardians/authorised person. If they cannot be contacted obtain verbal authorisation from a registered medical practitioner or medical emergency services.	✓	✓	✓		

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In an emergency and where authorisation has been given verbally, give parents/guardians written notice as soon as is practicable if medication was administered.	✓	✓	✓		
In an anaphylaxis or asthma emergency, give parents/guardians written notice as soon as is practicable if medication was administered.	✓	✓	✓		✓
Be aware of children who require medication for ongoing conditions or in emergencies.	✓	✓	✓		✓
Ensure medical management plans are completed, attached to the child's enrolment form, and displayed for use by those caring for children (being sensitive to privacy requirements).	✓	✓	✓		✓
Do not administer any medication to children.					✓
Provide a current medical management plan when their child requires long-term treatment of a condition that includes medication, or their child has been prescribed medication to be used for a diagnosed condition in an emergency.				✓	
Develop and review procedures for the authorisation and administration of medication required for the treatment or management of long-term conditions. (<i>Process 2.5.1: Safe Administration of Medication</i>)	✓	✓	✓		
Document situations in which an authorised person has provided verbal authorisation but has refused to confirm the authorisation in writing (these notes are to be kept with the child's enrolment record).	✓	✓			
Inform parents/guardians as soon as is possible if any of the following happens: <ul style="list-style-type: none"> • child was administered the incorrect medication or incorrect dose. • staff forgot to administer the medication, or the medication was administered at the wrong time. • medication was dropped and not administered to child. • Medication was accidentally dropped, returned to container, and not administered. 	✓	✓	✓		✓
Inform parents/guardians that non-prescribed medication (except for sunscreen) will only be administered for a maximum of 48 hours, after which a medical management plan from a doctor will be required for its continued use.	✓	✓	✓		
Clearly label non-prescription medications and over-the-counter products (for example nappy cream) with the child's name, the instructions and use-by dates must also be visible.		✓	✓		✓
Inform parents/guardians that paracetamol is not supplied by EECS, and that the administration of paracetamol will be in line with the administration of all other medication.	✓	✓	✓		
Ensure medication is taken home at the end of each session/day. Unless the medication is stored at the service as part of the child's medical management plan.		✓	✓	✓	✓

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Definitions

The terms defined in this section relate specifically to this policy:

Approved first aid qualification: The list of approved first aid qualifications, anaphylaxis management and emergency asthma management training are published on the ACECQA website: www.acecqa.gov.au

Medical management plans: A documented plan provided by the child's doctor for how to manage a child's medical treatment regarding their diagnosed medical condition.

Medication: Prescribed and non-prescribed medication as defined below.

Non-prescribed/over-the-counter medication: Refers to medicine that you can buy without a prescription, including vitamins and cultural herbs or homeopathic medications that may have been recommended by an alternative health care professional such as a naturopath.

Prescribed medication: Medicine, as defined in the Therapeutic Goods Act 1989 (Cth), that is:

- authorised by a health care professional.
- dispensed by a health care professional with a printed label including the name of the child being prescribed the medication, the medication dosage, and expiry date.



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Health Records Act 2001 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2004 (Vic)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2009 (Vic)
- Therapeutic Goods Act 1989 (Cth)



Related Appendices & Documents

- Appendix 2.5.1: Ongoing medication Form
- Appendix 2.5.2: General Medication Form & Record
- Appendix 2.5.3: Medication Record – Ongoing
- Process 2.5.1: Safe Administration of Medication



Related Policies

- Acceptance and Refusal of Authorisation
- Administration of First Aid
- Asthma, Anaphylaxis and Allergic Reactions
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Diabetes and Epilepsy
- Enrolment and Orientation
- Epilepsy
- Excursions and Service Events
- Incident, Injury, Trauma, and Illness
- Privacy and Confidentiality

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Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
6	A3349145	MINOR CHANGES	23/03/21	KK 25/03/21	2024
7	A3813126	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards Minor changes to Appendix numbers. Addition of Legislation	27/09/2022	TP	2025
8	A4669514	Minor word changes Updated process and appendix documents Updated to new format	Nov, 2023	TP	Nov, 2026
9	A4669514	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>J. Papaicamou</i>	Nov, 2026