Glen Iris Child Care and Kindergarten

GI-003 – Administration of Medication Policy

Policy Number	GI-003
Quality Area	QA2 – Children's Health and Safety
National Law	s.167
National Regulations	Regs. 92 • 93 • 94 • 95 • 96 • 136 • 168
Related NQS	QA2.1.2 • QA2.2.1
EYLF V2.0	Principles – Partnerships • Equity, Inclusion and High Expectations
Victorian Child Safe Standards:	Standards 2, 5 & 11
Version:	1.0
Approved By:	Centre Director
Approved Date:	July 2026
Review Date:	July 2027

OUR COMMITMENT

At **Glen Iris Child Care and Kindergarten**, we are committed to ensuring that all medication is administered safely, accurately and in accordance with legislative requirements, medical advice and family authorisation.

We recognise that children may require medication to manage temporary illnesses or ongoing medical conditions. Our educators are committed to following consistent procedures that protect children's health, wellbeing and dignity while ensuring medication is stored, administered and documented safely.

Through clear communication with families, ongoing educator training and robust record keeping, we aim to minimise risks and provide families with confidence that their child's health needs are managed responsibly.

LEGISLATIVE INTENT

This policy supports Glen Iris Child Care and Kindergarten in meeting its obligations under the Education and Care Services National Law and National Regulations by ensuring medication is administered safe, authorised appropriately and accurately documented.

PURPOSE

The purpose of this policy is to establish clear procedures for the safe storage, administration, recording and management of medication at the service.
The policy aims to protect children's health and safety, ensure legislative compliance and support educators to respond appropriately to children's medication needs.

WHO THIS POLICY APPLIES TO

This policy applies to:

- Approved Providers
- Centre Director
- Nominated Supervisor
- Responsible Persons
- Educational Leader
- Educators
- Relief Educators
- Students
- Volunteers
- Families

DEFINITIONS

Medication
Any prescribed or non-prescribed medicine, cream, ointment, inhaler, injectable medication or other therapeutic substance intended to treat, manage or prevent illness or medical conditions.

Authorisation
Written permission provided by a parent, guardian or authorised nominee allowing educators to administer medication to a child, except where legislation permits emergency administration.

Medication Record
The official service record documenting medication administered, including dosage, time, date, method of administration, signatures and any relevant observations.

Emergency Medication
Medication administered immediately during a medical emergency, including adrenaline auto-injectors or reliever medication for asthma, in accordance with legislative requirements and a child's Medical Management Plan.

WHY THIS POLICY MATTERS

The safe administration of medication is essential to protecting children's health, wellbeing and safety.

Consistent procedures reduce the risk of medication errors, ensure children receive the correct treatment and provide reassurance to families that their child's health needs are managed responsibly. Accurate documentation, educator training and effective communication contribute to safe practice and support timely responses should a medical emergency occur.

GUIDING PRINCIPLES

Glen Iris Child Care and Kindergarten Centre is committed to:

- Administering medication safely and accurately.
- Obtaining appropriate authorisation before administering medication, except in medical emergencies permitted by legislation.
- Maintaining accurate medication records.
- Safely storing all medication.
- Working in partnership with families regarding children's health needs.
- Maintaining confidentiality while ensuring relevant educators have access to essential medical information.
- Supporting children's health, wellbeing and inclusion.

OUR POLICY

Glen Iris Child Care and Kindergarten will administer medication only when appropriate written authorisation has been received from a parent, guardian or authorised nominee, except where emergency medication is administered in accordance with legislative requirements.

All medication must be supplied in its original packaging with the child's name, prescribed dosage, administration instructions and expiry date clearly visible. Medication will be stored safely and securely while remaining readily accessible where emergency access may be required.

Educators administering medication will follow service procedures, verify the medication before administration, accurately complete all required documentation and monitor the child for any adverse reactions or changes in their wellbeing.
Where medication is administered during a medical emergency, educators will follow the child's Medical Management Plan, seek emergency medical assistance where required and notify the child's family as soon as practicable.

HOW WE PUT THIS POLICY INTO PRACTICE

Medication Authorisation

Before medication is administered, educators will ensure:

- Written authorisation has been provided by the child's parent, guardian or authorised nominee.
- The medication authorisation record has been completed in full.
- The medication is required during the child's attendance at the service.
- Instructions provided by the family are consistent with the medication label or Medical Management Plan.
- Emergency medication is administered immediately where permitted by legislation, with families notified as soon as practicable.

Medication will not be administered based solely on verbal instructions, except where permitted during a medical emergency in accordance with legislative requirements.

Accepting Medication

Medication accepted by the service must:

- Be supplied in its original pharmacy packaging.
- Be clearly labelled with the child's full name.
- Include the prescribed dosage and administration instructions.
- Display the expiry date.
- Be within its expiry date.

- Be accompanied by any required Medical Management Plan where applicable.

Medication that does not meet these requirements may be refused until the necessary information has been provided.

Storage of Medication

Glen Iris Child Care and Kindergarten will ensure:

- Medication is stored safely and securely.
- Medication requiring refrigeration is stored in a designated medication container within the refrigerator.
- Emergency medication remains readily accessible and is never locked away if this would delay emergency treatment.
- Medication is inaccessible to children.
- Expiry dates are monitored regularly.
- Families are notified when medication is approaching its expiry date.

Administering Medication

Educators authorised to administer medication will:

- Confirm the child's identity.
- Check the medication label carefully before administration.
- Verify the correct child, medication, dosage, method and time.
- Administer medication in accordance with the written authorisation or Medical Management Plan.
- Comfort and reassure the child throughout the process.
- Observe the child following administration for any adverse reactions.

Where practicable, medication administration will be witnessed by a second educator and recorded accordingly.

Medication Records

A Medication Record will be completed immediately after medication has been administered.

The record will include:

- Child's name.
- Name of medication.
- Dosage administered.
- Time and date.
- Method of administration.
- Name and signature of the administering educator.
- Name and signature of the witnessing educator (where applicable).
- Any observations regarding the child's response.

Families will be informed that medication has been administered when collecting their child or sooner if required.

Emergency Medication

Where a child experiences a medical emergency:

- Educators will immediately follow the child's Medical Management Plan.
- Prescribed emergency medication will be administered without delay.
- Emergency services (000) will be contacted where required.
- Families will be notified as soon as practicable.
- An Incident, Injury, Trauma and Illness Record will be completed.
- The incident will be reviewed to identify opportunities for improvement.

Medication Errors

If a medication error occurs, educators will:

- Immediately assess the child's wellbeing.
- Seek urgent medical advice where required.
- Contact emergency services if necessary.
- Notify the child's family immediately.
- Complete all required documentation.
- Conduct a review of the incident to identify contributing factors and implement strategies to prevent recurrence.

Medication errors include administering:

- The incorrect medication.
- An incorrect dosage.
- Medication to the wrong child.
- Medication at the wrong time.
- Expired medication.

Family Partnerships

Educators will:

- Discuss medication requirements during enrolment and throughout the child's attendance.
- Encourage families to provide updated medical information promptly.
- Inform families whenever medication has been administered.
- Maintain respectful, confidential communication regarding children's health needs.
- Support families to understand the service's medication procedures.

ROLES & RESPONSIBILITIES

Approved Providers

Will:

- Ensure appropriate systems support the safe administration of medication.
- Maintain compliance with legislative requirements.
- Provide resources and professional learning for educators.

Centre Director

Will:

- Monitor medication administration procedures.
- Ensure medication records are maintained accurately.
- Support educators to implement safe medication practices.
- Review medication incidents and implement improvements.
- Ensure required documentation is current.

Educational Leader

Will:

- Promote reflective practice relating to children's health and wellbeing.
- Support educators to maintain consistent medication procedures.
- Encourage professional learning that strengthens safe practice.

Educators
Will:

- Follow this policy and all Medication Management Plans.
- Administer medication only with appropriate authorisation or as permitted during emergencies.
- Complete medication records accurately.
- Store medication safely.
- Monitor children following medication administration.
- Maintain confidentiality regarding children's medical information.
- Communicate openly with families regarding medication requirements.

Students, Volunteers and Relief Educators
Will:

- Work under the direction of qualified educators.
- Follow medication procedures appropriate to their role.
- Never administer medication unless authorised, competent and directed to do so.
- Immediately report concerns regarding medication or children's health.

Glen Iris Child Care and Kindergarten in practice

At Glen Iris Child Care and Kindergarten, medication management is approached with care, accuracy and a strong commitment to children's safety. We recognise that families place significant trust in us when their child requires medication during the day, and we have clear systems in place to ensure this responsibility is managed consistently.

Educators work closely with families to confirm medication requirements, maintain current documentation and ensure prescribed medications are safely stored and readily available when needed. Medication administration is undertaken calmly and respectfully, with children supported in a reassuring manner that maintains their dignity and wellbeing.

Following every medication administration or medication-related incident, educators reflect on practice, review procedures where necessary and identify opportunities to strengthen our systems. This commitment to continuous improvement helps ensure our medication practices remain safe, responsive and aligned with current legislative requirements and best practice.

CHILDREN'S VOICE IN ACTION

Children are supported, in age-appropriate ways, to understand and participate in their own health and wellbeing. Educators explain medication routines using reassuring and respectful language, helping children feel safe and informed.

Where developmentally appropriate, children are encouraged to communicate how they are feeling, recognise when they may need support and participate in routines that promote their health while respecting their privacy and dignity.

EXCEEDING PRACTICE

Glen Iris Child Care and Kindergarten recognises that safe medication management relies on more than compliance with legislation.

We maintain strong partnerships with families, regularly review medication procedures and ensure educators participate in ongoing professional learning. Medication incidents, near misses and changes to children's health needs are critically reflected upon to strengthen systems and reduce future risks.

Our proactive approach ensures medication management is embedded into everyday practice, supporting children's health, safety, inclusion and wellbeing while fostering confidence among families and educators alike.

CONTINUOUS IMPROVEMENT

Glen Iris Child Care and Kindergarten is committed to continually reviewing medication administration practices to ensure they remain safe, accurate and responsive.
This policy will be reviewed through:

- Feedback from children, families and educators.
- Medication record audits.
- Reviews of medication incidents and near misses.
- Professional learning and competency reviews.
- Staff meetings and critical reflection.
- Quality Improvement Plan goals.
- Changes to legislation and recognised best practice.

Continuous improvement ensures our medication management systems continue to protect children's health, strengthen educator practice and support positive partnerships with families.

RELATED LEGISLATION

Education and Care Services National Law Act 2010

- **s.167 –** Offence relating to protection of children from harm and hazards**.**

Education and Care Services National Regulations 2011

- **Reg. 92** – Medication record.
- **Reg. 93** – Administration of medication.
- **Reg. 94** – Exception to authorisation requirement – anaphylaxis or asthma emergency.
- **Reg. 95** – Procedure for administration of medication.
- **Reg. 96** – Self-administration of medication.
- **Reg. 136** – First aid qualifications.
- **Reg. 168** – Education and care service policies and procedures**.**

National Quality Standard

Quality Area 2 – Children's Health and Safety

- **QA2.1.2** – Effective illness and injury management and hygiene practices are promoted and implemented.
- **QA2.2.1** – At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Early Years Learning Framework (EYLF) V2.0
Principles

- Partnerships
- Equity, Inclusion and High Expectations
- Respect for Diversity

Practices

- Responsiveness to Children
- Holistic, Integrated and Interconnected Approaches
- Collaborative Leadership and Teamwork

Outcomes

- **Outcome 1 –** Children have a strong sense of identity.
- **Outcome 3 –** Children have a strong sense of wellbeing**.**

Victorian Child Safe Standards
This policy supports:

- **Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Standard 5** – Equity is upheld and diverse needs respected in policy and practice.
- **Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

RELATED DOCUMENTS

This policy should be read in conjunction with:

- Administration of First Aid Policy
- Anaphylaxis Management Policy
- Asthma Management Policy
- Child Safe Environment Policy
- Enrolment and Orientation Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Nutrition, Food and Beverages Policy
- Risk Management Policy
- Supervision Policy

SUPPORTING DOCUMENTS

The following documents support the implementation of this policy:

- Medication Authorisation Forms
- Medication Records
- Individual Medical Management Plans
- Individual Risk Minimisation Plans
- Communication Plans
- Medication Storage and Temperature Records
- Incident, Injury, Trauma and Illness Records
- Emergency Contact Records
- Professional Learning Records
- Critical Reflection Records
- Quality Improvement Plan

EVIDENCE OF PRACTICE

Glen Iris Child Care and Kindergarten demonstrates this policy through:

- Medication administered only with appropriate written authorisation or in accordance with legislative requirements during emergencies.
- Accurate and completed Medication Records for every administration.
- Medication stored safely, securely and appropriately labelled.
- Regular monitoring of medication expiry dates.
- Current Medical Management Plans and Risk Minimisation Plans for children with diagnosed medical conditions.
- Educators trained in medication administration, first aid, anaphylaxis and asthma management.
- Strong communication with families regarding medication requirements and administration.
- Review of medication incidents and near misses to strengthen practice.
- Quality Improvement Plan goals that support children's health, safety and wellbeing.

REFLECTION & CONTINUOUS IMPROVEMENT

Critical reflection supports our commitment to safe, accurate and responsive medication administration practices.

Reflective questions include:

- Are our medication administration procedures consistently followed by all educators?
- How effectively do we communicate with families regarding medication requirements and changes to children's health needs?
- Are medication records completed accurately and reviewed regularly?
- How do we ensure emergency medication remains readily accessible while stored safely?
- Do educators feel confident and competent in administering medication and responding to medical emergencies?
- What have we learnt through medication incidents, audits and family feedback?
- What opportunities exist to further strengthen our medication management systems?

Outcomes from these reflections inform policy reviews, educator professional learning, risk management strategies and our Quality Improvement Plan.

VERSION HISTORY

Version	Date Approved	Approved By	Summary of Changes
1.0	July 2026	Centre Director	Initial policy developed as part of the Glen Iris Child Care and Kindergarten Governance, Policy and Procedures Manual. Developed to align with the Education and Care Services National Law, National Regulations, National Quality Standard, EYLF V2.0 and Victorian Child Safe Standards.