

4.6 Medication Policy

In the interests of the health and wellbeing of the children, the service will only permit medication to be given to a child if it is in its original packaging showing expiry date with a chemist label attached. The chemist label must state the child's name, and dose of medication required. Working collaboratively with families, and with the parent/carers written authorisation, children will be enabled to self-administer medications.

The service will follow all legislative requirements in the instances of administration of prescribed medicinal cannabis to a child at the service.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Public Health (Medicinal Cannabis) Act 2016 and Regulation 2017
- Duty of Care
- *National Quality Standard, Quality Area 2 – Children's health and safety*
- Policies: 4.1 - General Health and Safety, 4.10 – Anaphylaxis Management, 4.11 – Emergency Health and Medical Procedure Management, 4.15 – Asthma, 9.2 - Enrolment, 10.8 – Information Handling (Privacy and Confidentiality).



Procedures

See procedures under Policy 4.1 – General Health and Safety, regarding obligations for parents/carers to advise the service of health needs, including medication, for their children.

Parents/carers will be requested, through the Family Handbook (see Policy 9.3 – Communication with Families) and initial enrolment procedures (see Policy 9.2), to respect this Medication Policy and, wherever possible, to administer any prescribed medication to their child before or after attending the service, rather than requesting the service to do so, unless necessary.

Educators will only be permitted to administer medication to a child if it is:

- In its original package with a pharmacist's label which clearly states the child's name, dosage, frequency of administration, date of dispensing and is within the expiry date period; and
- Accompanied by a Medication Authority and Administering Form (see 4.6.1) completed by the parent/guardian.

All medication will be stored in a locked cupboard or similar storage receptacle. Storage should prevent unsupervised access and damage to medicines e.g. some may require refrigeration.

All medication will be administered by the Coordinator/Responsible Person (or an educator nominated by the Coordinator/Responsible Person (who is duly qualified in first aid) and witnessed by another educator. Administration of medication will be recorded in a Medication Administration Register (see 4.6.1). The coordinator, and an educator as the witness, must fill out and sign the register with the parent signing acknowledgement on collection of the child.

All unused medication will be returned to the parent on collection of the child.

Individual medical management plans will be developed if necessary in conjunction with the coordinator or a qualified first aid educator, parent/carer, child and other health/educational professionals as required.

Children self-administering medication

The service permits children over preschool age to self-administer medication. However, the relevant authority form must be completed by the parent/carer, prior to the child administering the medication.

This information will be detailed in the child's medical conditions management plan. The medical conditions risk minimisation plan if appropriate, and the location of the child's medication for self-administration must be noted and made available to educators.

Educators will supervise children who are self-administering medications to promote consistency and ensure the welfare of all children using the service. Educators will ensure each child follows all administration of medication, health and hygiene procedures.

The service will record all instances of supervised self-administration of medication as per the procedures articulated within this policy.

For children with asthma, diabetes or other similar ongoing medical conditions requiring medication, parents/carers will be required to advise the coordinator in writing whether their child will be responsible for administering their own medication as well as full details of how, when (i.e. at what intervals) and by whom all such treatment is to be administered.

****Please Note**** The Education and Care National Regulations 2011 (part 4.2, 90 (2)) states that "The medical conditions policy of the education and care service must set out practices in relation to self-administration of medication by children over preschool age if the service permits that self-administration."

Administering Medicinal Cannabis

Medicinal cannabis as prescribed by a medical specialist, or general practitioner in consultation with a medical specialist, may be administered by staff members to a child attending the service following authorisation in writing from the Approved Provider.

For a child attending the service who has been prescribed medicinal cannabis a **Medicinal Cannabis Management Plan** must be in place and include:

- Details of safe storage
- Details of administration
- Risk assessment for holding and administering medicinal cannabis and how these risks will be managed

Additionally, the Medication Authority and Administering Form (see 4.6.1) will be completed by the parent/authorised nominee.

The medicinal cannabis as prescribed for administration to a child must be stored in a locked storage receptacle so as not to be in breach of National Regulation 82

Reference

<https://www.health.qld.gov.au/public-health/topics/medicinal-cannabis> accessed 09/09/2025.

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