



Out of Hours School Care Medications Policy

Policy Statement

The health and safety of the children, staff and families of the service is paramount. Apollo Parkways Primary School Out of School Hours Care (OSHC) program will ensure that the health and safety needs of all concerned are met.

Medication includes all prescription and over the counter drugs. This includes but is not limited to eye drops, cough mixture, Panadol, and asthma medications.

Procedures and Practices

- In the case of an emergency medication could be administered with permission of a medical practitioner
- All medication will be administered in accordance with National Regulations for OSHC (regulation 93).
- Medication will be kept out of reach of children in keeping with the environmental conditions required of the medication. Where refrigeration is required, medication will be stored in the fridge clearly labeled. Non-refrigerated medication such as EpiPens and asthma medication will be stored on the shelf of the kitchen storeroom.
- Authorisation in writing from a parent/guardian or approved person is required. It must include the following – child's name/name of the medication/dosage and times and /or circumstances of administration and detail of the last dosage taken.
- The OSHC program has a medication form available that needs to be filled in by parent/guardian.
- Where children require medication regularly, approval in writing from parents /guardians and approved persons is updated on a regular basis.
- Notification in writing is obtained from parents/guardians or approved persons where a child self- administers medication (regulation 96).
- All personal medication including asthma pumps are stored in named containers and will be stored on the shelf of the kitchen storeroom or in the fridge.
- Medication is administered only if the medication is clearly marked with the child's name, contained in the original container and within its due date. Children will be given the dosage that has been prescribed on the label, unless advised by a medical professional.
- The medication register needs to be signed by the staff member and witnessed by another staff member ensuring the dosage of medication is correct.
- Written consent is to be kept on the child's file. These files are locked away and kept confidential.
- In an emergency, if the parent/guardian or approved person is unable to be contacted the service will contact the family doctor first and then a registered

medical practitioner. Evidence of the permission from the doctor will be kept on file (regulation 94).

Sources

Guide to the Education and Care OHSC programs National Law and the Education and Care OHSC programs Regulations 2011. Sourced April 2021. Medication Policy (regulation 92).

Date Reviewed:

April 2014

24th November 2015

4th December 2018

April 2021

Next Review Date:

April 2024