

Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Administration of Medication Procedure

Medication must be administered from the original container, bearing the original label with the name of the child (if prescribed by a medical practitioner), and within the used by or expiry date. Medication must be administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

The preschool is notified that the child has a diagnosed condition or a short term illness requiring the administration of medication while at preschool.

Does the child have a Management and Emergency Treatment Plan?

YES →

Administer medication as per the *Management and Emergency Treatment Plan*.

Complete the Medication Record (Educator Section) located in the hanging file near the teacher office.

NO ↓

Parent/carer completes the *Medication Record* upon arrival at preschool. No medication is to be administered without prior written consent by a parent/carer.

Administer the medication as per the *Medication Record (Educator Section)*. *The administration of medication must be witnessed and the Medication Record*

IN THE CASE OF AN EMERGENCY

An educator can administer medication in an emergency situation when consent is given verbally by

- A parent or person named in the child's enrolment record
- A registered medical practitioner or an emergency service worker if a parent or nominee cannot be reasonably contacted in the circumstances.

IN THE CASE OF AN ASTHMA OR ANAPHYLAXIS EMERGENCY

Medication can be administered **WITHOUT AN AUTHORIZATION** in the case of an asthma or anaphylaxis emergency. The parent/carer and emergency services must be notified as soon as practicable.

Once the emergency has been appropriately dealt with, an *Illness Record* will need to be completed.