



CAMP GAN YISROEL NSW
Chabad Youth NSW

Administration of Authorised Medication Policy

Aim

Our service and our educators will only administer medication to a child if it is authorised, or if the child is experiencing an asthma or anaphylaxis emergency. We recognise it is essential to follow strict procedures for the administration of medication to ensure the health, safety and wellbeing of each child using the service.

Related Policies

- Emergency Service Policy
- Enrolment Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy

Implementation

Our service and educators will only administer medication to children if it is authorised by parents or another person authorised on the enrolment form. In a medical emergency, we will also administer medication when authorised verbally by a parent, authorised person, medical practitioner or emergency service; however, we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for therapeutic use to prevent, diagnose, cure or alleviate a disease, ailment, defect or injury, or to influence, inhibit or modify a physiological process. This covers products such as sunscreen and nappy cream.

The Nominated Supervisor will ensure:

- a copy of this policy is provided to parents when they enrol their child
- children's medication is regularly audited to ensure it has not expired and is in the original container with legible labels
- training is provided for educators as required, including administration of emergency medication such as EpiPens and asthma inhalers, and any special requirements (e.g. nebulisers)

Administration of Medication

During our camps, all medication will be stored with the Medical Officer. All children requiring medication will hand in their medication at the beginning of the term.

All children needing medication will be asked to hand it in prior to camp starting or upon arrival. Medication handed in prior to camp will be checked by the Office Admin; medication handed in upon arrival will be checked by the educator in charge, who will ensure it matches the medical action plan and is in date.



- Children requiring an EpiPen: the EpiPen will be held by the child's assigned leader, who will be close to the child at all times. All educators working with children with anaphylaxis should be trained in anaphylaxis by the Medical Officer in Charge.
- Children requiring an asthma puffer: the puffer will be held by the child's assigned leader, who will be close to the child at all times. Children may keep their personal puffer with them if parents request that option. All counsellors working with children with asthma should be trained in asthma by the Medical Officer in Charge.

During our overnight camp, all medication will be stored in the Director's House or the Medical Officer's house. All children will hand in their medication to the Camp Administrator upon check-in. No children will be permitted to hold any medication, except asthma pumps and EpiPens, which will be worn in a bumbag on the child at all times.

If a child has an adverse reaction to any medication, or it is incorrectly administered, the educator or staff member will immediately notify the Nominated Supervisor, who will contact the child's parents/guardians straight away and ensure an Incident Record is completed. A first aid trained educator will respond to any first aid needs in line with the Incident, Injury, Trauma and Illness Policy, including calling an ambulance if required.

Children Over Pre-school Age

Our service permits children over preschool age to self-administer medication if authorised by the child's parent or another authorised person (refer to our Medical Conditions Policy). The Certified Supervisor will allow self-administration of medication:

1. if the medication is authorised in writing by a parent or another authorised person, and is in the original container, has not expired, has an original label with clearly readable instructions and (if prescribed) the child's name, and is administered in accordance with the label or doctor's instructions
2. after the child's identity and dosage are checked by an educator who is not administering the medication; this educator will witness the administration. The Certified Supervisor will then complete the medication record.

During our overnight camp, if a doctor prescribes medication to an unwell child, the family will be notified by phone and verbal permission (and, if possible, written permission) will be required before administration.

Over the Counter Medication (non-prescription)

During our camps, our service does not administer over the counter medication unless it has been prescribed by a medical practitioner with a letter from the doctor explaining its purpose. Medication may mask the symptoms of other, more serious illnesses, and our educators are not qualified medical professionals.

During our overnight camps, our service will administer over the counter medication for pain or fever where a Doctor/Nurse/First Aid responsible person has advised the need. Parents will sign an authorisation before camp allowing administration of over the counter medication where deemed necessary.

Administration in Emergencies (other than anaphylaxis or asthma)

3. Medical officers will administer medication in an emergency if a parent or authorised person verbally authorises it, or on verbal authorisation from a registered medical practitioner or emergency service if the parent/authorised person cannot be contacted.
4. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.



5. The Nominated Supervisor will contact the child's parent/guardian and provide written notice as soon as possible.
6. The Nominated Supervisor will ensure an Incident, Injury, Trauma and Illness Record is completed.

Counsellors will not administer medication where parents or authorised persons provide verbal authorisation in circumstances that are not emergencies. If unsure, educators will obtain authorisation from a registered medical practitioner or emergency service.

Administration During Anaphylaxis or Asthma Emergencies

7. Counsellors may administer medication in an anaphylaxis or asthma emergency without authorisation.
8. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
9. The Nominated Supervisor will contact the child's parent/guardian and emergency services as soon as possible.
10. The Nominated Supervisor will advise the parent/guardian in writing as soon as possible.
11. The Nominated Supervisor will ensure an Incident, Injury, Trauma and Illness Record is completed.

Medication Record

Counsellors will complete a Medication Record with the name of the child which:

- contains the authorisation to administer medication, or for the child to self-administer
- details the medication name, dose, how it is administered, the time and date last administered, and when or in what circumstances it should next be administered
- where medication is administered (including in an emergency), records the dosage and method, the time and date, the name and signature of the person administering it, and the name and signature of the person who checked the child's identity and dosage and witnessed administration
- where medication is self-administered by an authorised child, records the dosage, method, time and date taken

We will use the Medication Record template recommended by Community Health Support NSW.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard

Review

This policy will be reviewed annually. The review will be conducted by management, employees, families and interested parties.

Last reviewed: 1 June 2023

Date for next review: June 2026