

Administration of Medication Policy

1. Purpose

To ensure the safe, supportive, and effective administration of medication to children, fulfilling legal requirements and supporting each child's health and wellbeing.

2. Policy Statement

At Y Whittlesea, we:

- Commit to administering medication safely, responsibly, and only with required authorisations
- Work collaboratively with families to support each child's health needs
- Ensure medication is administered in line with Education and Care Services National Regulations, Victorian Children's Services Regulations, and Y standards

3. Key Requirements

- Authorisation: Medication will only be administered with written consent from a parent/guardian or authorised person. In emergencies, verbal consent or direction from a medical practitioner/emergency services is acceptable.
- Emergencies: In anaphylaxis or asthma emergencies, medication will be administered according to the child's medical management plan, and parents/emergency services will be contacted immediately.
- Record Keeping: A medication record must be completed and include all required details (child's name, medication, dosage, time, method, and signatures of both administering and checking staff).
- Self-administration: Over-preschool-aged children may self-administer medication with written authorisation and a risk minimisation plan in place, witnessed by two staff members.
- Storage: All medications must be stored securely, out of children's reach, and where applicable, returned home daily.
- Training: All staff will be trained in this policy and the relevant administration of medication procedure.

4. Responsibilities

Parents/Guardians

- Provide a current management plan signed by their child's medical team.
- Provide all necessary equipment, medications, and hypo food packs, ensuring items are labelled and in-date.
- Work in partnership with educators to develop management plans.
- Notify the service of any changes to their child's management needs

Educators and Staff

- Read and follow this policy and associated procedures.
- Know which children have conditions that require medication and where their medication and testing kits (if relevant) are stored.
- Follow each child's management plan.
- Support children during meal times, physical activity, and other daily routines.
- Maintain respectful, calm, and supportive relationships with children when managing their care needs.

Nominated Supervisor

- Ensure individualised management plans are supplied/completed and readily available.
- Ensure all staff are aware of children with conditions, symptoms, plans, and medication locations.
- Communicate regularly with families and maintain updated records.
- Ensure inclusion and participation of children in all programs and activities.
- Ensure all staff complete relevant training and maintain competencies.

5. Related Documents

- Anaphylaxis, Asthma, Diabetes and Epilepsy Procedures
- Incident, Injury, Trauma and Illness Policy

6. **Legislative and Industry Requirements:** [Link](#) to Legislative Compliance Register
7. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
8. **Policy owner:** The GM Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
9. **Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
4.0	Separated Policy & Procedures	M Rowse		July 2025
3.0	Updated	GZ		5/5/17
2.0	Updated	GZ		12/3/16
1.0	Creation of Policy			10/4/14