

MEDICATION GUIDELINES



Kindergarten Programs

1. Purpose and Intent

The City of Casey is committed to ensuring all children attending a City of Casey managed kindergarten service are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when managing medication for children attending the service.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending kindergarten services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.

4. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	• Provide strong leadership that supports a culture of child safety in the everyday practice of City of Casey employees. • Ensure all educators, students and volunteers have access to these guidelines and have a clear understanding of their responsibilities. • Ensure robust induction procedures to support implementation of the practices outlined in these guidelines.
Educators and Staff	• Ensure at least one educator on duty has a current approved first aid qualification (Regulation 136). • Ensure current qualifications in asthma management, first aid, and anaphylaxis management training and undertake approved training in the administration of Adrenalin Auto Injection Device and cardio-pulmonary resuscitation at least every 12 months. • Upload all relevant medication authorisations to the Child's Enrolment Record. • Only accept medication that is in its original packaging with instructions on usage and dosage, clearly labelled with the child's name, and a visible expiry date that has not passed. • Use <i>Attachment 5 – Medication Expiry Date Record</i> to capture the expiry date of all medications stored on site and advise families when a new medication is required. • Ensure medications are checked termly to ensure they are all within the expiry date. • Administer medication in accordance with <i>Attachment 1 – Medication Administration Procedure</i>. • Ensure two educators are present for the administration of medication to a child (Regulation 95). • Ensure medication is administered: • From its original container, bearing the original label and instructions. • Before it expires. • With the name of the child on the medication in the case that it has been prescribed by a medical practitioner. • In accordance with the instructions on the packaging or by the medical practitioner. • Ensure medication is stored in a place that is not accessible to children. • Complete <i>Attachment 2 – Medication Record</i> for each child to whom medication is to be administered and upload it to the Child's Enrolment Record. • Ensure any medication new to the child has been administered previously under the care of the parent or guardian, except in the case of asthma or anaphylaxis emergency. • Administer medication to a child without authorisation if required due to asthma or anaphylaxis emergency (Regulation 94). • Notify the parents and/or guardians and emergency services as soon as possible after enacting Regulation 94. • Ensure all ongoing medication is provided to the service with supporting documentation, such as a medical management plan or a letter from a medical practitioner, as required.

	• Ensure parents complete <i>Attachment 3 – Authorisation for administration of medication</i>. • Ensure parents complete <i>Attachment 4 – Authorisation for substitute medication</i>.
Parents/Families and service users	• Administer new medication to their child while in their care prior to authorising the medication for use in the service (except for emergency asthma or anaphylaxis medication). • Notify the service in writing of any change to the original instructions for the administration of medication. • Ensure the child's enrolment details are up to date, including the authorised persons to permit the administration of medication. • Provide medication to the service that is in its original packaging, clearly labelled with the child's name, within its use by date (and clearly has a visible use by date), and has clear dosage instructions. • Give the medication to the educators directly (not via the child or the child's bag). • Ensure no medication or over-the-counter products are left in the child's bag. • Inform the service if any medication has been administered to the child prior to their attendance, and whether that may affect the care provided to the child at the service.

5. Medication for ongoing conditions

If a child is diagnosed with a condition requiring ongoing medication, the parent or guardian needs to authorise the administration of the medication for a defined period and may be required to provide supporting documentation as requested by the service.

The supporting documentation will be dependent on how the medical condition needs to be managed within the service. It may include:

- A letter from the relevant medical practitioner confirming dosage and administration instructions.
- A Medical Management Plan.
- A Risk Management and Communication Plan (RMCP).

Parents or guardians will also be required to complete *Attachment 3 – Authorisation for administration of medication*.

6. Service provision of medication

The service keeps an asthma emergency kit containing an inhaler (a mask) and an inhaler (Salbutamol). No other medications, including paracetamol, are supplied by the kindergarten service.

7. Associated documents and attachments

This guideline should be read in conjunction with:

- Dealing with Medical Conditions guidelines
- Asthma guidelines
- Anaphylaxis guidelines
- Allergy guidelines
- Diabetes guidelines
- Epilepsy guidelines
- First Aid guidelines
- Excursions, Regular Outings and Service Events guidelines

- Incident, Injury, Trauma and Illness guidelines
- Attachment 1 – Medication Administration Procedure
- Attachment 2 – Medication Record
- Attachment 3 – Authorisation for administration of medication for ongoing medical conditions
- Attachment 4 – Authorisation for substitute medication
- Attachment 5 – Medication Expiry Date Record

8. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- National Quality Standard, Quality Area 2: Children's Health and Safety
- The Occupational Health and Safety Act 2004
- Therapeutic Goods Act 1989

9. Child Safety, Access and Inclusion

All children or young people who attend services, programs, and events delivered by, and spaces owned or managed by the City of Casey, have the right to feel and be safe. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance of child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children and young people are valued and protected from abuse, harm and neglect.

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and young people from abuse, harm and neglect is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

10. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service's review cycle, or as required.

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11. Document History

Date approved	Change Type