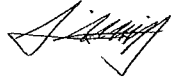
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: MEDICATION		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff and management.

2. Policy Statement

The YMCA aims to ensure the proper care and attention to all children through following specific guidelines regarding all medications given to the children.

To ensure the interests of staff, children and parents are not compromised medication will only be administered with the explicit permission of the parents or in the case of an emergency with the permission of a medical practitioner.

Specific consideration will also be given to children who are carrying medication in their school bags.

3. Related Policies & Procedures/Guidance Notes


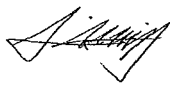
- 3.1. Allergies Policy
- 3.2. Anaphylaxis Policy
- 3.3. Asthma Policy
- 3.4. Child Management Policy
- 3.5. Communication Policy
- 3.6. Confidentiality Policy
- 3.7. Duty of Care Policy
- 3.8. First Aid Policy
- 3.9. Illness and Infectious Diseases Policy

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. "Guidelines for administering medication" Network of Community Activities


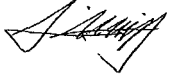
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6. Records Maintenance

6.1. This policy is to be reviewed annually.

PROCEDURES

- All childcare staff must hold a senior first aid qualification.
- Parents who wish medication to be administered to their child at the centre will complete the medication form providing the following information.
 - Name of medication
 - Date, exact time and dosage to be administered. (General time, e.g. lunchtime will not be accepted.)
 - Signature.
 - All forms must be filled in the "Medication folder".
- Medication must be given directly to an authorised staff member and not left in the child's bag.
- Parents and staff are to ensure the details on the form are clear and clarify any questions.
- Staff will store the medication in the designated secure place, clearly labeled.
 - Helpful hint - Locked cash tin in the refrigerator.
- Staff will ensure that medication is kept out of reach of the children at all times.
- Medication will only be administered from its original packaging and by authorised staff member.
- Prescription medication will be administered only to the child for whom it is prescribed, from the original container bearing the child's name, dosage and current use by date.
- Non-prescription medication will not be administered at the centre unless authorised by a doctor and accompanied with a letter of authority.
- Medication will be administered with the parent's written permission only, or with the approval of a medical practitioner in the case of an emergency.
- Authorisation from anyone other than the parents cannot be accepted.
- If anyone other than the parent is bringing the child to the centre, a written permission note from the parent, including the above information, must accompany the medication.
- Before medication is given to a child the authorised staff member (usually the staff member with First Aid Certificate) who is administering the medication will verify the correct dosage with another staff member.

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- A second staff member is to witness the administration of the medication.
- After the medication is given the authorised staff member will record the details on the Medication Form. Name of medication, date, time, dosage, name of person who administered and name of person who verified and witnessed.
- Where a medical practitioner's approval is given staff will complete the Medication Form and write the name of the medical practitioner for the authorisation.
- Where medication for treatment of long term conditions such as asthma, epilepsy, or ADHD is required, the centre will require a letter from the child's medical practitioner or specialist detailing the medical condition of the child, correct dosage as prescribed and how the condition is to be managed. Asthma medication is to be self administered.
- If children are receiving medication at home or school but not at the centre parents should inform the centre of the nature of the medication and it's purpose and of any side effects it may have for the child so that staff can properly care for the child.
- All service staff arriving for their first shift in a cycle must check the daily diary for allergy notification and/or medications to familiarize themselves with children requiring assistance.
- The centre supervisor will ensure that children with additional needs or requiring assistance are noted on a daily basis in the daily diary, for all staff to be aware of the additional needs required.

Medication found in a child's bag should be removed, labelled and placed in the secured designated area. The parent should be notified. Medication will not be given without the proper procedure being followed.


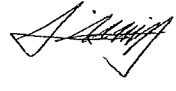
Parents are to ensure that the medication is taken home each afternoon.

All Medication Forms must be issued to new parents who on enrolling their child state that a medical condition exists and regular medication required.

Helpful tip – at the back of the Medication Folder sets of "Forms" should be created and stored for distribution when required. To ensure all forms are provided to the parent.

Staff requiring medication should follow the above procedures.

Staff with medical conditions/allergies etc should notify HR Department and ensure appropriate documentation is completed. Medical alert sheets should be completed and filed or displayed in the appropriate place.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

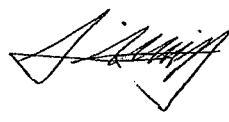
I endorse the Medication Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009