

**Milligan House Child Care Centre**

Open Monday to Friday

7:15 - 5:45

Caring for children aged 6 weeks to 5 years

**35 Milligan Street**

**Bunbury WA 6230**

**Phone: (08) 9791 1280**

**Email:** [**milliganchildcare@westnet.com.au**](mailto:milliganchildcare@westnet.com.au) **Website:** [**www.milliganchildcare.org.au**](http://www.milliganchildcare.org.au)

**WELCOME**

Welcome to Milligan House Child Care Centre.  
Thank you for considering our service for your family’s child care and educational needs. Milligan House Child Care Centre opened our doors in 1986.   
  
Our Centre is committed to abiding by the Education and Care Services National Law Act 2012, and Regulations, which includes the National Quality Standards which covers the operation of all approved Australian Early Childhood Centres.   
  
Please read the information carefully, as this is to assist you in settling your child into care. We understand just how difficult it can be choosing the right place for your child and therefore we hope that this handbook is helpful for you and will help in answering any questions you may have. If you require more detailed information please feel free to see the Director.

**MILLIGAN HOUSE CHILD CARE CENTRE**

The Early Childhood Educators, support staff and the Committee of Milligan House extend to you and your child/ren a warm welcome. We aim to provide you with the care and service you require and hope you will find your time with us both caring and fulfilling.

Milligan House Child Care Centre is a community based, not-for-profit organisation managed by a committee. We encourage you to become involved in the life of the centre by sharing ideas, participating in programming or joining the Management Committee which comprises of both parents and interested members of the community.

**HOURS OF OPERATION**

The Centre is open between the hours of 7:15am and 5:45pm, Monday to Friday, and is operational 51 weeks of the year, with closure between Christmas and New Year, (this closure is reviewed on a yearly basis and the information of closure will be provided to parents). Please note Milligan House Child Care Centre does not open on public holidays (Labour Day, Anzac Day, Good Friday, Easter Monday, Queen’s Birthday, WA Day and Australia Day)

**PHILOSOPHY OF MILLIGAN HOUSE CHILD CARE CENTRE**

Milligan House Child Care Centre is a community based centre that is committed to providing high quality care and education to our children. We aim to provide an atmosphere that is homely, nurturing and enjoyable for all our children and families. We offer a safe and supportive environment where children are valued and encouraged to develop to their full potential.  
  
**Educational Program -**   
Milligan House Child Care Centre provides a rich and stimulating environment that focuses on play based learning in line with the Early Years Learning Framework. Our practices support the EYLF strategies, “Being, Belonging and Becoming” and the five recommended learning outcomes. We believe children are unique individuals who develop at their own pace and by providing enriching, meaningful and realistic opportunities children will explore, create, discover and imagine to reach their full potential. Our programs reflect planned and spontaneous experiences designed to support children’s development in all domains ensuring the children are actively involved in their own learning. We support and encourage the development of creative and social skills through opportunities for sensory play using a wide variety of materials. We believe that all children should have the opportunity to learn from peers of all abilities and to serve as teachers to others. We believe that the process is more important than the final product. Routines are designed to be flexible and embrace children’s individual learning. We respect each child’s culture and family values, which we incorporate into our multicultural and anti-bias program. The centre will provide and encourage experiences and activities that promotes sustainable practices. Through the EYLF, our programs will see educators use intentional teaching and encourage children to learn and develop through play. Our program aims to be inclusive, display cultural competency and offer diversity reflecting our community.   
  
**Relationships with the Children -**   
Milligan House views children as unique and capable individuals. We ensure children can develop confidence and positive self-esteem through supportive educators and secure environments. We believe that children should be treated with respect and dignity, to feel safe and secure, to have opportunities for learning, decision-making and social interaction with their peers. At Milligan House, educators implement an inclusive approach to positively support children’s growth of their identity, self-esteem and critical thinking. We pride ourselves on our continuous protective behaviour conversations with the children, helping to create a safe place where children are able to communicate their needs and have these needs met.   
  
**Partnerships with the Families -**   
At Milligan House Child Care Centre we feel family is the most important and influential aspect in the lives of young children. We aim to foster and develop positive relationships with each family and we will work in partnership with these families as it is vital in ensuring stability and progression in a child’s learning, development and future success. We will always listen to and learn from families in order to acknowledge and build upon the children’s strengths and competencies and support them in their role of nurturing their children. At Milligan House Child Care Centre we will develop positive relationships based on mutual trust and open communication with the families. We will maintain confidentiality at all times and we will respect the rights of each family. We believe that encouraging and inviting families to be an active part of their child’s learning journey and time at the centre allows families to play an active part of the Milligan House Community.   
  
**Educators -**   
At Milligan House educators spend time getting to know each child, developing trust and ensuring the child feels safe and secure. All educators’ voices are respected and treated equally, and they are encouraged to express their own personal qualities and interests. Milligan House Child Care Centre believes our teacher and educators are responsible for the wellbeing, safety and learning of every child. Our educators provide information not only through mentorship and role modelling but through small group activities and hands on learning activities. Each educator will be encouraged to adopt and act in accordance with the Code of Ethics and also the UN Convention on the Rights of the Child. Our educators strive for continuous lifelong learning through a culture of continuous professional development courses and assessing and reflecting on their own performance.

**Physical Environment -**We strive to protect and enhance the existing natural environment and minimise the impact on our surroundings whilst encouraging a culture that is committed to sustainable development. Educators create and maintain safe, healthy environments, spaces and places which enhance children’s learning and development. We create environments that foster a sense of belonging that support our children’s interests and reflects our community. Our educators ensure all learning environments within the centre reflect children’s current learning journey’s and adapt it according to suite the children’s interests.  
  
**Community -**  
At Milligan House we believe that every child has equal value to our program. We actively work to support inclusion of children with diverse abilities and needs as well as those from all socio-economic, ethnic and religious backgrounds. Milligan House ensures we connect with people, services and agencies within the community that support children and families. We ensure each educator learns about the community as a whole and has a clear vision of the cultures and incorporates these into the centre curriculum.

**ORIENTATION**

Children all react differently to being away from their parents and we encourage you to remain with your child for as long as you feel is necessary to ensure your child's well being.

We use a variety of strategies to help you and your child settle into our centre. We suggest that you bring your child for visits prior to beginning care. This will help to introduce yourself and your child to the staff and to see the daily flow of the room. Visits can be arranged between 9am to 11am or 2pm to 4pm, please speak to the Centre Director to arrange a mutually appropriate time. There is no charge for these visits as the child is still in your care.

Your child may bring a comfort toy, such as a special blanket, teddy or favourite doll to assist them in settling when upset and at sleep times.

It is important to say goodbye to your child when you are leaving even if your child becomes upset. When you inform staff of your intention to leave they will support your child during your departure. Please remember that you are welcome to telephone the centre during the day to see how your child is settling in.

If you require further information or support in settling your child into care please talk to a member of our team.

**SIGNING IN AND OUT**

Attendance iPad/sheets are kept in the foyer. Accurate attendance records need to be kept and checked each day. Whoever brings and collects the child from the centre is required to sign in/out electronically on the centre iPad.

Absences from the centre also need to be signed/confirmed to ensure you receive your childcare assistance. If they are left unsigned the parents will be charged full fees for the absent day.

We require that all children are to be presented to a staff member on arrival and that staff are informed whenever a child is departing.

The Centre will only release your child into the care of a parent/guardian or authorised person identified on the child's enrolment form. Any changes to these authorisations are required in writing. We request that you advise staff of who will be collecting your child each day and on approximate time for pick up.

You must advise the centre if someone other than yourself will be collecting your child from care. It is important to ensure that the person collecting your child from the centre is aware that they must report to the front office so that their identification can be checked.

If an authorised person arrived to pick up your child and they are not known to staff, they must be at least 18 years of age and photo ID will be requested.

**PAYMENT OF FEES AND BOOKINGS**

* All childcare fees must not exceed one week in arrears.
* $200 bond must be paid upon enrolment.
* Parents pay for a place, therefore payment is required whether your child attends or not. This includes payment for sick days, holidays and **public holidays.**
* Fees are not payable for the period between Christmas and New Year - when the centre is closed.
* Fees can be paid:-
* Direct deposit into the centre's bank account - please make sure you identify yourself or your child in the description
* Cash may be placed in an envelope on which you have written your name and amount being paid, then handed to a qualified or administration staff member.
* Please note the centre does NOT have EFTPOS facilities.
* If you wish to withdraw your child from care you are required to provide two weeks written notice or pay full fees in lieu of the notice period. If you wish to reduce the days booked at the centre you are also required to give two weeks' notice. Extra casual days may be booked if vacancies are available.
* Families will have to pay full fees if the child does not attend the notice period.
* Fees that are not paid will be referred to the centre's debt collection for full recovery (plus the debt collection fee of 25% of the amount outstanding + GST).
* Fees cannot be more than 1 week in arrears. Overdue fees will receive a friendly reminder. If arrears amount is not paid in **full,** an urgent action letter will be issued. If the account is still not cleared you will receive a letter requesting full payment by close of business that week. Also, your child/children’s care will be cancelled and your account will be sent to our debt collection agency without further communication.
* If three urgent actions are issued within a financial year your care will be cancelled.
* Families may be entitled to Child Care Subsidy (CCS) to reduce the cost of child care fees. You can apply for this assistance through Department for Human Services (Centrelink) online or phone 13 61 50.

**STAFF AND STAFF PROGRAMMING**

Our staff team have been carefully selected to cater for the needs of your family. Staff will be mutually respectful of one another, families and children. They will value diversity and differences, seeing these as opportunities to enrich the environment and programs.

Staff are to be well informed, professional and highly competent through ongoing training and development. All staff have current first aid certificates and have received asthma and anaphylaxis training.

Throughout the year we will welcome child care students and volunteers. We are proud to offer students opportunities to share our experiences and our journeys.

Parents/Guardians will be advised when a student/volunteer is attending their child’s room.

The program encourages spontaneity and reflects the children's curiosity. By taking the learning journey with the child, this will facilitate learning. We believe the learning process is important to the child's development. Our written programmes are transparent to all. Our programmes provide a variety of experiences based on the children's interests. This gives children opportunities of choice and to make decisions for themselves. These experiences allow children opportunities to explore, experiment and reflect. Our focus is on the journey and the process rather that the final product.

Parents, children and families are strongly encouraged to participate in our program planning. You will find a copy of your child's room program in each room. Each program is evaluated and changed fortnightly.

Staff are always available and willing to answer any questions you may have regarding the program or your child's progress.

If you have concerns or would like to speak to staff member in depth, confidential interviews are available upon request throughout the year.

We are also more than happy to assist with a transition letter for your child's school. These can be obtained at the end of the year before your departure upon request.

**NUTRITION AND DIETARY NEEDS OF INDIVIDUAL CHILDREN**

Snack and meal times will be treated as social occasions. Staff members will sit with the children and interact with them to encourage good eating habits and an appreciation of a variety of foods. Children will be encouraged to be independent, to help themselves wherever appropriate and to assist in cleaning up.

We provide and offer children nutritionally balanced morning teas, lunches, afternoon teas and late snacks. The daily menu is displayed in the foyer and is carefully planned to reflect a healthy variety of fresh food. Water is available for the children to drink throughout the day.

Please ensure that if your child has any food allergies, strong dislikes and dietary requirements that they are recorded on the enrolment form, discussed with the Director or the educators in the room and relevant documentation from your child's physician is provided.

**HEALTH ISSUES**

It is important for the health of your child and others using the centre that children who are unwell do not attend care. There are certain conditions that require action or a medical certificate before child can return to care:

* Abnormal rash
* Ear, eye, nasal discharge
* Diarrhoea or vomiting
* Abnormal temperatures
* Infectious sores
* A communicable disease

Children and staff with infectious/communicable diseases will be excluded from the centre in accordance with the Communicable Disease Guidelines and Staying Healthy in Childcare (5th Edition). **A medical certificate may be required after an exclusion period before the child/staff member can be re-admitted to the centre.**

Immunisation of children who attend the centre assists to limit the spread of infections. We encourage parents/guardians to immunise their children against all diseases appropriate to the child's age. A record of your child's current immunisation status is required to be on file at the centre.

Children who are not immunised will be excluded during an outbreak of specific diseases that the child is not immunised against. The child will be excluded from the centre for the length of the outbreak and until the all clear is given. Normal fees will be charged during this exclusion period.

If a child becomes unwell whilst at the centre the parents/guardians will be notified and asked to take the child home. The child will be made comfortable until the parent/guardian arrives. If the parent/guardian cannot be contacted then the emergency contacts will be notified to collect the child.  
  
Please refer to the Administration of Authorised Medication Policy attached for further details.

**ANAPHYLAXIS & MANAGING ALLERGIES**

Anaphylaxis - means a "life threatening allergic reaction".

All staff will be trained to cater to children's individual needs in regards to allergies. Menus and all food offered will be based on children's allergies and individual needs. The centre will avoid the use of nuts and nut based products. The centre will also be aware of recycled goods that are used in relation to the effects they may have on children with allergies.

**SUN PROTECTION**

The centre has adopted a sun protection policy based on current information from SunSmart and Cancer Council of Australia. The centre has a duty of care to ensure that all children and staff are provided with a high level of sun protection.

The centre requires all children and staff to wear bucket hats that protect the face, neck and ears whenever they are outside. Parents must purchase these on enrolment to meet the centre’s sun protection policy.

Children who do not have their hats with them will be asked to play in an area protected from the sun.

The centre recommends that children wear loose fitting clothing that protects as much of the skin as possible for outdoor activities. Shirts that cover the shoulders, have collars, sleeves that are at least elbow length and longer style skirts and shorts are most suitable. Darker colours are recommended as they are less likely to reflect UVR onto the skin.

SPF 30+ broad spectrum water resistant sunscreen will be provided for the children. Sunscreen will be applied liberally at least 15 minutes before going outside. If your child is allergic to or unable to use the centre's sunscreen you are requested to supply an appropriate sunscreen for your child.

Parents should apply sunscreen to their children before attending the centre or apply on arrival, there is a sunscreen station in the foyer.

**BEHAVIOUR MANAGEMENT**

The centre will provide a secure, caring and stimulating environment which encourages children to cooperate, enhancing their self esteem and encouraging their ability to interact with others. Educators will endeavour to build relationships based on mutual respect and trust.

Where a child continues to behave in an unacceptable manner, parents/guardians will be consulted and asked to work with educators to ensure that behavioural guidance is consistent. Please refer to our Policy and Procedure manual for further information.

**INJURY AND ACCIDENTS**

Milligan House prides itself on providing children with a safe environment. Unfortunately, despite all our precautions and supervision, accidents do sometimes occur. In the event of an accident, appropriate first aid will applied by trained staff. Depending on the nature of the injury, the parent/guardian will be notified of the accident, if not contacted at the time of the accident they will be informed about the incident when they arrive to collect their child. The parent/guardian will be asked to sign an incident/injury report form which will outline the full details of the incident and the treatment given.

**COMMUNICATION WITH PARENTS**

We believe that educators, parents and families need to form a partnership to provide a program and service that meets expectations and meets the needs of the children.

We value any contributions you are able to make to the centre and welcome you to visit the centre at anytime that your child is in care. We encourage families to be involved and participate in the program. If you have any skills, talents or interests that you could share with the centre please let the educators know.

There are various noticeboards located around the centre. Please take time to read the notices and information displayed. A regular newsletter will keep you up to date with the latest happenings at the centre.

If you have any concerns or are unhappy with any aspect of the service provided to you or your child please contact the Qualified Carer or the Centre Director with your concerns. If you feel your concerns were not resolved you can follow the grievance procedure and take your concerns to The Management Committee.

**CHILD PROTECTION**

What is Child Protection?

Child protection refers to keeping children safe from maltreatment. The term maltreatment refers to terms used to describe physical, sexual, emotional abuse or neglect of children. Protecting children from maltreatment is everyone's responsibility.

Milligan House Child Care Centre has a responsibility to ensure that any incidents of suspected child abuse are reported as outlined in the Education and Care Services National Law (WA) (Act 2012).

**PERSONAL TOYS AND TREASURES**

The centre discourages children from bringing toys from home. We understand that many children would like to bring their favourite toys to the centre. However, sharing with other children can be a difficult concept for a child to grasp, as is broken or lost toys.

The centre is equipped with a variety of age appropriate toys for all the children to play with. Children are most welcome to bring their special blanket, teddy etc for settling or sleep purposes. The centre also encourages children to save their toy guns and other weapons for home. These can unintentionally cause undesirable behaviours in some children.

**POLICIES AND PROCEDURES**

Management, educators, support staff and families have collated a comprehensive Policy and Procedure Manual which is regularly reviewed and updated to ensure current and up to date information and procedures. When these policies are reviewed you will be notified and we strongly encourage you to participate in this process.   
  
**PRIORITY OF ACCESS GUIDELINES**

The Department of Education, Employment and Workplace Relations have developed the Priority of Access Guidelines. This may mean when the centre is full those families who are third priority may be asked to alter their care arrangements to allow a family with a higher priority to access the service.

**Priority One**: A child at risk of serious abuse or neglect.

**Priority Two:** A child of a single parent who satisfies, or parents who satisfy the working/training/study test.

**Priority Three:** Any other child

More information on the guidelines can be found on the DEEWR website link below:-

[http://www.deewr.gov.au/Early/Programs/Childcarefor Services/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx](http://www.deewr.gov.au/Early/Programs/Childcarefor%20Services/Operation/Pages/Priorityforallocatingplacesinchildcareservices.aspx)

**GRIEVANCE PROCEDURE**

If you have any concerns related to the care of your child you are encouraged to discuss them with the educator in charge of your child's room. If this is not satisfactory or is inappropriate please discuss your concerns with the centre director. Parents also have the right to discuss unresolved issues with the executive of the management committee.

Should there be an area of concern that cannot be resolved, parents/guardians may contact the Department of Communities Education and Care Regulatory Unit

**Postal Address** First Floor, 111 Wellington Street, East Perth WA 6004

**Phone** 08 6210 3333 or 1800 199 383

**FAX** 08 6210 3300

Please see Grievance Procedures - Parents in the policy manual for more information.

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| **Diseases** | **Symptoms** | **Infectious**  **Period** | **Exclusion**  **Details** | **Treatment**  **Details** |
| **Chickenpox (Varicella)** | Cold like symptoms, fever, and fatigue then small blisters form. | Infectious 2 days before the blisters appears | Exclude for at least 5 days after blisters appears and have formed crusts. | No specific treatment however calamine lotion may soothe the itch. |
| **Conjunctivitis** | Sore, itchy eyes and discharge from the eyes | Whilst the eye discharge is present | Exclude until discharge from the eyes has ceased | See doctor who may recommend antibiotics or drops |
| **Diarrhoea and Vomiting (Gastro)** | Fever, vomiting,  diarrhoea and abdominal pain | Days to weeks | Exclude until diarrhoea and vomiting has ceased for 24 hours | Treatment varies according to symptoms - see doctor for treatment |
| **Hand, Foot & Mouth** | Cold like symptoms, fever and blisters in the mouth, on the hands and feet | Infectious for as long as there is fluid in the blisters. Faeces will remain infectious for several weeks | Exclude until blisters form crusts and are dry | No specific treatment |
| **Head Lice** | Scratching and the presence of eggs and lice in the scalp | Infectious until all lice and eggs are killed | Exclude until after treatment has commenced and live lice have been removed | 10 day conditioner treatment method or products from the chemist |
| **Impetigo**  **(School Sores)** | Itchy blisters and scabs | Infectious as long as there is discharge coming from the blisters/scabs | Exclude for 24 hours after antibiotic treatment has commenced. Blisters on exposed skin surfaces should be covered with a waterproof dressing | Antibiotic treatment will be available from your doctor |

**   
Administration of Authorised Medication Policy**

**NQS**

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| QA2 | 2.1.1 | Each child’s health needs are supported. |
| 2.1.4 | Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines. |
| 2.3.2 | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |

**National Regulations**

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| --- | --- | --- |
| Regs | 90 | Medical conditions policy |
| 91 | Medical conditions policy to be provided to parents |
| 92 | Medication record |
| 93 | Administration of medication |
| 94 | Exception to authorisation requirement - anaphylaxis or asthma emergency |
| 95 | Procedure for administration of medication |
| 96 | Self-administration of medication |

**EYLF**

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| LO3 | Children take increasing responsibility for their own health and physical wellbeing.  Educators promote continuity of children’s personal health and hygiene by sharing ownership of routines and schedules with children, families and the community |
|  |

**Aim**Our Service and our educators will only administer medication to a child if it is authorised or 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 Contact 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 by someone authorised by parents on the enrolment record to make decisions about the administration of medication). If there is a medical emergency, we will also administer medication when authorised verbally by a parent, medical practitioner or an emergency service, however we may administer medication during an asthma or anaphylaxis emergency without first receiving authorisation.

Medication under the Regulations includes medication covered by the Therapeutic Goods Act 1989. Therapeutic goods include those for [therapeutic use](http://www.austlii.edu.au/au/legis/cth/consol_act/tga1989191/s3.html#therapeutic_use?stem=0&synonyms=0&query=definition) to:

* prevent, diagnose, cure or alleviate a disease, ailment, defect or injury
* Influence, inhibit or modify a physiological process.

This covers products like sunscreen and nappy cream.

The Nominated Supervisor will ensure a copy of this policy is provided to parents when they enrol their child and that parents are informed that non-prescribed medication (with the exception of sunscreen) will only be administered for a maximum of 48hours after which a medical management plan from a doctor will be required for its continued use.

Milligan House Child Care Centre’s educators will ensure children’s medication is regularly audited to ensure it has not expired, and is in the original container with legible labels.

**Administration of Medication (non-emergency)**

Educators will administer medication to a child if it complies with our policy requirements and:

1. if the medication is authorised in writing by a parent or another authorised person and
   * is the original container
   * has not expired
   * has an original label and instructions that can be clearly read and, if prescribed by a doctor has the child’s name
   * Is administered in accordance with any instructions on the label or from the doctor.
2. After the child’s identity and the dosage of the medication is checked by an educator who is not administering the medication. This educator will witness the administration of the medication.

Anyone delivering a child to the service must not leave medication in the child’s bag or locker. Medication must be given directly to an educator on arrival for appropriate storage. Auto injection devices (e.g. Epi-pens) and asthma puffers will be stored up high in rooms so they are inaccessible to children. All other medication will be stored in accordance with the storage instructions on the medication in a labelled container, up high in a cupboard or in the kitchen fridge, if needs to be refrigerated (Not in room fridge’s). Non-refrigerated medication will be kept away from direct sources of heat.

**Administration of Medication in emergencies other than anaphylaxis or asthma emergencies**

1. Educators will administer medication to a child in an emergency:

* if a parent or another authorised person verbally authorises the administration of the medication or
* They receive verbal authorisation from a registered medical practitioner or emergency service if the parent or authorised person cannot be contacted.

1. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
2. The Nominated Supervisor will contact the child’s parent, and provide written notice to the parent, as soon as possible.
3. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

Educators will not administer medication if parents provide verbal authorisation in circumstances that are not emergencies. If educators are unsure whether they should be administering a medication in an emergency after receiving verbal authorisation from a parent or responsible person, educators will obtain authorisation from a registered medical practitioner or emergency service.

**Administration of Medication during Anaphylaxis or Asthma Emergencies**

1. Educators may administer medication to a child in an anaphylaxis or asthma emergency without authorisation.
2. The child will be positively reassured, calmed and removed to a quiet area under the direct supervision of a suitably experienced and trained educator.
3. The Nominated Supervisor will contact the child’s parent and the emergency services as soon as possible.
4. The Nominated Supervisor will advise the child’s parent in writing as soon as possible.
5. The Nominated Supervisor will ensure the service completes an Incident, Injury, Trauma and Illness Record.

**Medication Record**

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

* contains the authorisation to administer medication
* details the name of the medication, the dose to be administered and how it will be administered, the time and date it was last administered, and the time and date or circumstances when it should be administered next
* if medication is administered to a child (including during an emergency), details the dosage that is administered and how it is administered, the time and date it is administered, the name and signature of the person that administered it, and the name and signature of the person that checked the child’s identity and dosage before it was administered and witnessed the administration.

Over the counter medications will only be given for two days consecutively in any one week without a medical practitioners note stating the child’s name, medication, dose and time to be given.  
The limit to the administering of over the counter medications has been designed to avoid the responsibility of the inappropriate use of medication with young children.

We will use the Medication Record template published by the 5th Edition Staying Healthy, Preventing infectious diseases in early childhood education and care services. If required, we will adapt this Medication Record template to reflect our centres policies and procedures.

Two educators one of whom must be a qualified educator are responsible for the administration of any medication. At least one of these educators must also hold a current approved first aid qualification. One educator will check the details including dosage and the identity of the child who is given the medication and witness the medication being given to the child.

**Administration of Medication for ongoing Medical Conditions**

Where a child is diagnosed with a condition that requires ongoing medication or require medication in an emergency, parents/guardians may authorise the administration of the medication for a defined period (up to six months). In these cases:

* A medical management plan completed by the child’s doctor should be provided and attached to the child’s enrolment form or on display.
* The medical management plan should state the name of medication, dosage and frequency of administration, conditions under which medication should be administered, what actions, if any, should be taken following the administration

**Sources  
Education and Care Services National Law and Regulations   
National Quality Standard  
Early Years Learning Framework**

**Review**The policy will be reviewed annually by:

* Management
* Employees
* Families
* Interested Parties

**Last reviewed: June 2019 Date for next review: June 2020**