

Medication Educators

NQS 2.1.2 Health practices and procedures

7.1.2 Management systems

Name Educator 1	
Name Educator 2	
Name Educator 3	
Name Educator 4	
Name Educator 5	

E = Embedded I do that **ALL** the time

K = I know I need to do that, but I don't do it all the time

T = Please teach me how to do it or improve my understanding of why I need to do it.

Records	ED1	ED2	ED3	ED4	ED5
Do you complete an Authorised Medication Record for each child who requires medication?					
Practices					
Before giving medication do you check all medication?					
• is authorised in writing?					
• is in the original container?					
• has an original label?					
• has instructions you can read easily and follow these instructions?					
• has the child's name on the label?					
• is within its use-by date?					
• Is the correct dose?					
Does someone else check the child's identity and dose of medication before you the medication?					
Is there a process to make sure you don't forget to give a child medication eg do you set a timer?					
Storage					
Is all medication stored according to the medicine's instructions?					
Is all medication stored in a locked labelled container in a cabinet or fridge?					
Do you always know where children's medication is stored?					
Do you always know where the emergency asthma and anaphylaxis kit is stored (eg Ventolin and Epi-pen)?					
Is all medication given directly to an educator when a child arrives?					
Do you regularly check children's bags to ensure medication is not left in there?					
Does a specific educator hold a child's medication and medical management plan during an excursion?					
Knowledge					
Do you know you can administer medication in an anaphylaxis or asthma emergency without authorisation?					
Do you know you can administer medication in other emergencies if you get verbal authorisation from parents, a doctor or emergency service?					

Actions required



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