

Medication - Nominated Supervisor

NQS 2.1.2 Health practices and procedures

NQS 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Records

Is an Authorised Medication Record completed for each child who requires medication?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Practices

Before administration do educators check all medication?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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is authorised in writing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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is in the original container?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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has an original label?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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has instructions they can read easily and follow these instructions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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has the child's name on the label?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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is within its use-by date?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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is the correct dose?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Is the child's identity and dose of medication always checked by someone else before a child is given medication?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Is there a process to ensure educators don't forget to administer medication eg timer is set?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Do educators regularly check the children's bags to ensure medication is not left in a bag or locker?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Storage

Is all medication stored according to the medicine's instructions?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Is all medication stored in a locked labelled container in a cabinet or fridge?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Do educators always know where children's medication is stored?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Do educators always know where the emergency asthma and anaphylaxis kit is stored (eg Ventolin and Epi-pen)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Is all medication given directly to an educator when a child arrives?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Does a specific educator hold a child's medication and medical management plan during an excursion?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Diary Note

Do you diarise to regularly remind families to replace medication before it expires (eg every three months)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Do you organise a staff member to regularly check medication to make sure it hasn't expired?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Actions required