

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?	OYes	ONo	ONA
Practices			
Before administration do educators check all medication?	OYes	ONo	ONA
is authorised in writing?	OYes	ONo	ONA
is in the original container?	OYes	ONo	ONA
has an original label?	OYes	ONo	ONA
has instructions they can read easily and follow these instructions?	OYes	ONo	ΟΝΑ
has the child's name on the label?	OYes	ONo	ONA
is within its use-by date?	OYes	ONo	ONA
is the correct dose?	OYes	ONo	ONA
Is the child's identity and dose of medication always checked by someone else before a child is given medication?	OYes	ONo	ΟΝΑ
Is there a process to ensure educators don't forget to administer medication eg timer is set?	OYes	ONo	ONA
Do educators regularly check the children's bags to ensure medication is not left in a bag or locker?	OYes	ONo	ΟΝΑ
Storage			
Is all medication stored according to the medicine's instructions?	OYes	ONo	ONA
Is all medication stored in a locked labelled container in a cabinet or fridge?	OYes	ONo	ONA
Do educators always know where children's medication is stored?	OYes	ONo	ONA
Do educators always know where the emergency asthma and anaphylaxis kit is stored (eg Ventolin and Epi-pen)?	OYes	ONo	ΟΝΑ
Is all medication given directly to an educator when a child arrives?	OYes	ONo	ONA
Does a specific educator hold a child's medication and medical management plan during an excursion?	OYes	ONo	ΟΝΑ
Diary Note			
Do you diarise to regularly remind families to replace medication before it expires (eg every three months)?	OYes	ONo	ΟΝΑ
Do you organise a staff member to regularly check medication to make sure it hasn't expired?	OYes	ONo	ONA

Actions required

Copyright Centre Support Pty Ltd 2020 The service who has purchased this checklist product is the only service that can use this document. No part of this document can be copied, distributed, passed on or given to a friend outside the service who has not purchased the Centre Support Product. If this occurs Centre Support will take legal action against you personally and the person who has received it. P a g e | **1**