Medication administration in education and care

**Child or young person requires medication**

- **YES**
  - Administer emergency medication as per emergency first aid response

- **EMERGENCY MEDICATION?**
  - **YES**
    - Call 000, monitor child or young person until able to transfer care to Ambulance Officer
  - **NO**
    - Medication agreement
      - **NO**
        - DO NOT ADMINISTER MEDICATION
          - Contact parent or carer for alternative arrangements
      - **YES**
        - Medication supplied and correctly labelled
          - **NO**
            - DO NOT ADMINISTER MEDICATION
            - Contact parent or carer for alternative arrangements
          - **YES**
            - Child or young person able to self-administer
              - **NO**
                - 2x staff present to administer
                  - **NO**
                    - DO NOT ADMINISTER MEDICATION
                    - Contact parent or carer for alternative arrangements
                  - **YES**
                    - Medication Rights Checklist (HSP156) followed
                      - **NO**
                        - DO NOT ADMINISTER MEDICATION
                        - Contact parent or carer for alternative arrangements
                      - **YES**
                        - Child or young person refuses medication
                          - **YES**
                            - Administer medication
                          - **NO**

- **NO**
  - Carrying and/or self-administration of medication checklist (HSP154) completed and self administration approved
    - **YES**
      - Staff member present to supervise and monitor (as required)
        - **YES**
          - Child or young person self-administers medication
            - **NO**
              - 2x staff present to administer
                - **NO**
                  - DO NOT ADMINISTER MEDICATION
                  - Contact parent or carer for alternative arrangements
                - **YES**
                  - Medication Rights Checklist (HSP156) followed
                    - **YES**
                      - Child or young person refuses medication
                        - **YES**
                          - Administer medication
                        - **NO**
                          - Document in Medication Log (HSP155)
        - **NO**
          - If required; document post administration observations on the Medication Advice Form (HSP157)