

## MEDICATION POLICY

1. Only prescribed medications can be administered. \*
2. Medication must be currently dated, in the original container, and labelled with the child's name, the name of the medication, the dosage of the medication and instructions for storage and administration.
3. A weekly medication form must be completed and signed by the parent/guardian and staff member receiving the order.
4. All medications must be kept in a locked container. Each room has two locked containers (one for refrigerated storage and one for non-refrigerated storage) with the exception of Preschool 1 and Preschool 2, who share two locked containers (that are kept in the storage room).
5. The early staff in each room is responsible for administering all medication. The late shift staff will fulfill this duty in the absence of the early staff (on break or shift over). All dosages must be checked by a second staff member. The second staff ensures that the correct dosage of medication is being given to the proper child. All medications that are administered must be entered in the "Dispensing Record" section of the Medication Form. This should be done immediately following the dispensing. Note on the form any days that the child is absent during the medication dispensing.
6. If a medication is to be administered for a second or subsequent week, a new form must be filled out weekly and signed by the parent and staff member. Return any unused medication to the parent.
7. Parents take home medication when it is completed. Medication records must be kept on file for 2 years.
8. If a staff member has any concerns about appropriateness of a medication or the correct dosage, they are to notify the Director or designate who in turn may contact the parent and/or pharmacist.

\*Non prescription or "over the counter" drugs (such as Tempra, Tylenol, etc.) may be administered to a child under certain circumstances. The medication must be accompanied by a note from the child's doctor as well as one written by the parent explaining the circumstances for administering the medication and the dosage. The note must be "current" (six months – one year)

Storage and administration procedures as they are outlined above are to be followed. The staff must inform the parent when the medication has been given to the child. Children who are administering their own medication must have a signed doctor's note.

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