

# Medication Administration Policy



## Best Practice

Families should check with their child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the childcare facility.

## Intent Statement

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses, or special health needs for whom a plan has been made and the plan has been approved by the Executive Director.

## Background

Almost all children require medication at some point in time. Administration of medicine poses a liability and an extra burden for staff, and having medication in the facility is a safety hazard. Administration of medication requires clear and accurate instruction, and knowledge of why the child needs the medication. Childcare providers need to be aware of what the child is receiving, when it is to be given, how to read the label directions in relation to the measured doses, expiration dates, and be aware of any side effects. This policy applies to all medication administration for any child within the facility. Only staff with current Medication Administration Training and Delegation by our Health Professional are allowed to administer medication.

## Procedure/Practice

Medication will be administered only if the parent/legal guardian has provided a medical provider's written, signed, and dated consent to include:

1. Child's first and last name
2. Name of medication
3. Time the medication should be given and how often
4. Criteria for the administration of the medication
5. How much medicine to give
6. Manner in which the medication shall be administered (oral, topical, inhaled, injection, etc.)
7. Medication conditions, possible allergic reactions, or any precautions to follow length of time the authorization is valid

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Physician Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### Medication will not be given if it is:

- Not in the original container
- Beyond the date of expiration on the container
- Without written authorization
- Beyond expiration of the parent/legal guardian AND physician's consent
- Without the written instructions provided by the physician or other health professional legally authorized to prescribe the medication
- In any manner not authorized by the child's parent/legal guardian and/or health professional
- For non-medical reasons, such as to induce sleep
- Unlicensed by the FDA (herbal, supplemental, experimental, etc.)

### Receipt, Storage, and Disposal

- All medication brought into the childcare center will be given to: \_\_\_\_\_  
\_\_\_\_\_ for review and approval
- Medication will be stored in a sturdy, locked container that is inaccessible to children and prevents spillage. The container is located: \_\_\_\_\_  
\_\_\_\_\_
- Emergency medication may be left unlocked so long as they are stored out of reach of children, in a cabinet at least 5 feet above the floor. If you have a child with an emergency medication, the medication, plan, and documentation will be stored in the child's classroom located (if applicable):
  - \_\_\_\_\_ in the \_\_\_\_\_ rm
  - \_\_\_\_\_ in the \_\_\_\_\_ rm
  - \_\_\_\_\_ in the \_\_\_\_\_ rm
  - \_\_\_\_\_ in the \_\_\_\_\_ rm
- NOTE: wherever the child goes, the medication goes as well; remember to bring (in a staff backpack) the medication, the plan, and the documentation for ANY off-site excursion.
- Medications will be stored at the temperature recommended for that type of medication. It shall not be stored above food. A lock box can be kept in a designated refrigerator not accessible to children to hold medications. Medications that need to be refrigerated will be stored \_\_\_\_\_  
\_\_\_\_\_
- Non-prescription diaper creams shall be stored out of reach of children in a cabinet or counter at least 5 feet above the floor but are not required to be in a locked storage.
- Any medications remaining after the course of treatment is completed or authorization is withdrawn will be returned to the parent/legal guardian within 72 hours.