



Medication: Administration & Record Keeping Policy

PURPOSE: This policy was written to encourage communication between the parent, the child's health care provider and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

INTENT: Assuring the health and safety of all children in our Center is a team effort by the childcare provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in childcare. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

GUIDING PRINCIPLES and PROCEDURES:

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to childcare, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.

Serenity Early Learning Center only administers medications when children have a serious health condition such as asthma or seasonal allergies.

The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. Medication will only be given when ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give Medication in Child Care" form is attached to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the childcare provider. "As needed"

medications may NOT be accepted for any reason. Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

- 1.** Any prescription brought to the childcare center must be specific to the child who is to receive the medication, in its original container, have a child safety cap, and be labeled with the appropriate information as follows:

Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage.

**With the exception of Topical ointments such as diaper cream or sunscreen
Over the counter (OTC) medications will not be administered**

- 2.** All medications will be stored:
 - Inaccessible to children
 - Separate from staff or household medications
 - Under proper temperature control
 - A small lock box will be used in the refrigerator to hold medications requiring refrigeration.
- 3.** For the child who receives a particular medication on a long-term daily basis, the staff will advise the parent/guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.
- 4.** Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.
- 5.** Records of all medication given to a child are completed in ink and are signed by the staff designated to give the medication. These records are maintained in the Center. Samples of the forms used are attached to this policy and include:
 - Permission to Give Medication in Child Care
 - Universal Child Health Record
 - Emergency Contact Sheet
 - Medication Administration Log
 - Medication Incident/Error Report

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and pick-up from the Center. Parents/guardians

should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

Confidentiality related to medications and their administration will be safeguarded by the Center Director and staff. Parents/guardians may request to see/review their child’s medication records maintained at the Center at any time. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

The Medication Administration in Child Care Policy will be reviewed annually by the following:

- ⓐ Child Care Director _____
- ⓑ Parent/guardian _____
- ⓒ Other(specify) _____

Effective date of this policy: September 16, 2016

Parent/legal guardian Signature(s) _____ Date _____

Center Director/Designee Signature _____ Date _____

REFERENCES: Information for the Medication Administration in Child Care Policy was derived from the current **Manual of Requirements for Child Care Centers in PA and Caring for Our Children—The National Health and Safety Performance Standards for Out of Home Child Care Programs**, second edition.