



Medication Policy

Note: Medication will not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider (physician, dentist, or nurse practitioner)

Over the Counter Medicine

1. If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a Medication Authorization form must be filled out by a parent or legal guardian. Once this form is filled out, the teacher administering the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
3. If the medication needs to be administered for more than one day, then the teacher administering the medicine will fill out a Long Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.

Prescription Medicine

1. If medicine is only to be administered twice a day, then the medicine needs to be administered at home.
2. If medicine needs to be administered more than twice a day, then a doctor's note with written instructions on how the medicine is to be administered and how long is REQUIRED; a Medication Authorization form must also be filled out by a parent or legal guardian. Once we receive the prescription medicine with the doctor's note and the Medication Authorization form is filled out, the teacher administering the medicine will fill out a Medication Administration form for the day that the medication needs to be administered.
3. If the medicine needs to be administered for more than one day, the teacher administering the medicine will fill out a Long Term Medication Administration form and a parent or legal guardian will be required to sign that form each day that the medicine needs to be administered.
4. If the parent or legal guardian comes to the preschool to administer the medicine to the child themselves, they too must fill out a Medication Administration form.