



## Medication Administration Policy

Educators can administer medication to a child by the following procedures:

1. The parent has completed and signed a Record of Medication form, providing consent for administration of medication. Medication can not be distributed or accepted by educators until this form is filled out entirely, with correct information and parent name and signature. For emergency medications, symptoms to be aware of should be outlined on this form.
2. The medication must be in the original container with the child's name and dosage amount shown. Only medication prescribed by a doctor is allowed to be administered.
3. Medication will only be administered according to the label directions, as prescribed.
4. Families will provide information at drop of regarding the last time the medication was administered.
5. Once medication is administered, educators must record the date, time, medicine and dosage on the same Record of Medication form that was signed by parent(s).
6. All medication will be stored in a locked box, inaccessible to children. The lock box needs to be located up high or in a locked cupboard where children can not reach it. The lock boxes need to have a combination or key lock. Lock boxes may be stored in the fridge if a medication is to be kept cold.
7. Medications needed for emergencies (epi pen, inhaler, etc.) are stored in the portable emergency bag on a hook beside the exit door (out of reach of children). If a child requires emergency medication and moves to another room, the medication must move with them, even if they are just visiting the other room for a short while. Educators must ensure that the emergency medication and the Record of Medication form move as well.
8. A list of children requiring emergency medication is posted in every room, educator must know which children require medication, when and how to administer the medication and where the medication is located.
9. The allergy and medication list will be updated monthly or as needed.
10. If an epi-pen is administered, 911 must be called immediately.



11. Educators will observe children for reactions after administering medications, in the case of a severe allergic reaction, 911 must be called immediately. If there is any reaction, parent (s) must be informed immediately.
12. Any emergency medications administered will be documented on an Incident Report.
13. Any medication missed will be documented on an Incident Report.