



## MEDICATION ADMINISTRATION PACKET

Dear Parents,

This packet contains a Medication Administration Policy as well as other policies to help us provide the best possible care for your child. They include: Diaper Cream Permission, Sunscreen & Insect Repellent Permission, Medication Authorization Form,

These policies are in accordance with the most up to date state and federal regulations.

Please take the time to read through below on the new uses and guidelines of these forms.

1. Medication Administration Policy-Please read through, sign and return to the center.
2. Medication Authorization Form. Our suggestion is to keep this in the glove box of your car so that any time you are taking your child to the doctor you will have it on hand. **No medication will be administered without these forms completed by both a parent and health care provider.**
3. Permission for Sunscreen and Insect Repellent
4. Authorization for Diaper Cream and Topical Lotions
5. Care Plan for Children with Special Health Needs-This form needs to be completed by the health care provider in the event a child has any special health needs including asthma or allergies. This form should be updated in the event of a change of how the health need will be treated or every August, whichever comes first. Please see your Director if your child requires this form.
6. Food Allergy Action Plan & Asthma Action Plans-These should be completed by both the health care provider and the parent/guardian. These should be updated when there is a change in treatment or every August. Please see your Director if your child requires this form.

What to do now:

- Carefully read through the Medication Administration Policy.
- Discuss any questions with the center Director.
- Sign and return the Medication Administration Policy.
- If your child suffers from any food allergies or asthma, have your health care provider complete the appropriate action plans and promptly return them to the center.
- If your child is currently in need of diaper rash lotions or other topical lotions, have your health care provider complete the authorization record and promptly return to the center.

What to prepare for:

- Keep copies of Medication Authorization Form and Topical Lotion Authorization Form in your car. They will be on hand for when you visit your child's health care provider. These forms must be completed by a health care provider before any medication is administered at the Center.
- We are required to maintain yearly updates to these records. These forms will be updated every August.

All forms must be returned to the office upon registration. As always, please feel free to stop in the office if you have any questions.



## MEDICATION ADMINISTRATION POLICY

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

**INTENT:** Assuring the health and safety of all children in our Center is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care.

### **GUIDING PRINCIPLES AND PROCEDURES:**

1. 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 child care, 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.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medicine as a treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when ordered by a child's health care provider and with written consent of the child's parent/legal guardian. A Medication Authorization Form is attached to this policy. All information on the Medication Authorization must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.
4. "As needed" medications may only be given when the child's health care provider completes a Medication Authorization form that lists specific reasons and times when such medication can be given.
5. 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.
6. Any prescription or over-the-counter medication brought to the child care center must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:
  - a. 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 specific instructions for its administration and/or storage. **It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.**
  - b. Over the COUNTER (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible. **The prescription for all over the counter medications must expire within 30 days.**
  - c. ANY OTC medication must have a completed Medication Authorization from the health care provider.
7. Examples of over-the-counter medications that may be given include:
  - a. Antihistamines
  - b. Decongestants
  - c. Non-aspirin fever reducers/pain relievers
  - d. Cough Suppressants
  - e. Topical Ointments, such as diaper cream or Orajel (for topical such as sunscreen/insect repellent be sure the proper permission form is used)





8. All medications will be stored:
  - a. Inaccessible to children
  - b. Separate from staff medications
  - c. Under proper temperature control
  - d. A box will be used in the kitchen to hold medications requiring refrigeration
  - e. All medications not requiring refrigeration will be stored in classroom bathrooms, in the medication box on the highest shelf.
9. 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 will not be missed.
10. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or able to be used by the child.
11. 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.
12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and picked-up from the Center. Parents/guardians should share with staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with staff from the center to the parent/ guardian.
13. 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.
14. 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.
15. Parent/guardian will authorize the director to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Center Director in the event that a situation arises that requires immediate attention to the child’s health and safety particularly if the parent/guardian cannot be reached.
16. Parent/guardian will read and have the opportunity to discuss the content of this policy with the Director. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy upon request.

Parent/legal guardian signature (s):

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

References: Information for the Medication Administration in Child Care policy was derived from the current **Manual of requirements for Child Care Centers** in New Jersey and **Caring for Our Children**-The National Health and Safety Performance Standards for Out-of-Home Child Care Programs, second edition.