

Medication Administration in Child Care Policy and Procedures

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 the child is in our care.*

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

GUIDING PRINCIPALS 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 our center/program, and again when returning home and/or 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 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 medication or treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to the center or program. This is for the protection of the child who is ill as well as the other children in the center or program.
3. 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 the policy and will hereafter be referred to as the 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 Jointure.
4. "As needed" medication may be given only when the child's health care provider completes a Permission Form that lists specific reason and times when such medication can be given.
5. Medications given in the Center/Program will be administered by a staff member designated by the Center Director and 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 center/program must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and labeled with the appropriate information as follows:
 - Prescription medication must have the original pharmacist's 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 or storage. It is suggested that the parent/legal guardian ask the pharmacist to provide the medication in two containers, one for home and one for the Center/Program.
 - Over-the-Counter (OTC) medication must have the child's full name on the container, and manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.
 - Any OTC medication without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given in the Center/Program.
7. Examples of over-the-counter medications that may be given include:
 - Antihistamines
 - Decongestants
 - Non-aspirin fever reducers/pain relievers
 - Cough suppressants
 - Topical ointments, such as diaper cream or sunscreen

8. All medication will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control

For the children who receive a particular medication on a long-term daily basis, the staff will advise the parent/legal guardian one week prior to the medication needing to be refilled so that needed doses of medication are not missed.

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.

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/Program.

- 2 Information exchange between the parent/guardian and the Jointure about medication that a child is receiving should be shared when the child is brought to and picked up from the Center/Program. 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/Program 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/Program at any time.

Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the care of emergency contact form, will update the information as necessary to safeguard the health and safety of the child.

Parent/guardian will authorize the Director or Director Designee 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 Director or Director's Designee in the event that a situation arises that requires immediate attention the child's health and safety particularly when the parent/guardian cannot be reached.

- 6 Parent/Guardian will read and have an opportunity to discuss content of this policy with the Director or Director's Designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in the 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 in this policy.