



Extraordinary Education for the price of Ordinary Child Care

Preschool of the Arts Medication Policy

ADMINISTRATION OF MEDICATION 19a-79-3a (d) (8) (7) & 19a-79-9a

The center will only administer medications which include prescribed inhalers and premeasured commercially prepared injectable medication, (i.e. Epi-pens, Auvi-Q, etc.) non-prescription topical medication, and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose, and method of administration
- Time to be administered and dated to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with food or drugs
- Specific instructions from prescriber how medication will be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by the staff member

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent/guardian's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their child resistant safety original containers and clearly labeled with child's name, name of prescription, date of prescription, and direction of use. Except for non-prescription medication, premeasured commercially prepared injectable medication (i.e. Epi-pens), glucagon, and asthma inhalants medications, all medication will be stored in a locked container and, if directed by a manufacturer, refrigerated.

Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by (means of communication) when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian or disposed of if it is not picked up within one week following the termination or the order, in the presence of at least one witness. The center shall keep a written record of the medications destroyed and shall be signed by both parties.

Revised 8-23-18