



Policies and Procedures Manual	Section 6 Health Safety & Medical	Page 1 of 1
Medication Administration Policy	Policy #6.1.4	Date: July 2, 1998
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Medication Administration Policy

1. We are required by law to obtain written permission to administer medication to a child in the program. "Medication" in this context also includes any creams or lotions that are put on a child's skin.
2. Only Medications prescribed by a physician will be administered with the following exceptions:
 - If you have visited your physician due to your child's illness and have been recommended an over the counter Medication instead of a prescribed Medication,
 - If your child has a food allergy such as lactose intolerance and requires a tablet such as Lactaid.
 - If your child has a diagnosed condition which requires an over the counter Medication.
3. These exceptions must have a written doctor note and be discussed with the supervisor prior to being administered for the first time.
4. If your child requires any medication to be administered by the program Staff a Medication administration form (or sunscreen form) must be completed and signed by you.
5. All medication must be in the original container as supplied by the pharmacist. The container must be clearly labelled with the child's name, the name of the medication, the dosage of the medication, the date of purchase, the expiration date and clear instructions for the administration and storage of the medication. Medication must be given according to dates specified, these dates must be within guidelines set, i.e. expiration dates. All medication must include the possible side effects and treatment.
6. We store all medication in a locked metal container in the fridge or cupboard. Please do not leave medication in your child's backpack; all medications must be given directly to your child's teacher. Medication is to be given (or instructed to be given) by the designated staff in each room.
7. Medication must be picked up and dropped off each day, and not left on site unless it is an epi-pen.

Medication Administration Procedures

1. Collect medication and Medication Administration form from the parent.
2. Medication must be in its original container, with clearly marked instructions; the form must be complete and signed by the parent.
3. Medications must be stored in a locked box according to the directions given, i.e. either in the fridge or in the other medication box.
4. Exceptions are made for the following:
 - Sunscreens do not need to be locked away but they need to be out of access of all children in the centre.
 - Epi-pens are stored in a labeled cupboard in the room in a handy pack on a staff's person so that there is immediate access.
 - Diaper lotions or creams may be stored in the cupboard the washrooms.
5. A Staff in each room will be designated as the person responsible for seeing that all medication is given, directions are followed and expiry dates are valid.
6. **Medication must be given according to the timetable given by the parent; this must comply with the prescribed directions.**
7. Enter time given, any reactions, and your initials on the medication log.
8. If medication is forgotten, there is an error in administration, or if there is an adverse reaction the Supervisor must be informed and she will then call the parent. If it is a medical emergency then the Medical Emergency Procedure will be followed.
9. Medications should be given in a quiet and private place, close to the place where the medication is stored.
10. Non prescription medications, including lotions creams and sunscreens must be clearly labeled with the child's name, instructions and date of purchase.
11. Left- over medication must be returned to the parent.
12. Forms must be completed in all fields, completely and accurately