



ADMINISTRATION OF MEDICATION POLICY

Consent forms are required for all medications. Prescription medications must be brought to the preschool in the original container, clearly labeled by the pharmacy with the child's name, name of the medication, dosage, and any instructions for storage and administration. All other medications should come in their original packaging. The medication must not be expired or it will not be administered. The parent/guardian should complete the "Authorization for Drug/Medication" form provided. The staff will lock the medication in the cupboard or refrigerator as required.

All medications shall be given by the supervisor or acting supervisor. Staff will only administer medication as per instructions on the label and with the authorization given by the parent that they must fill out on the "Authorization for Drug/Medication Administration" form. The supervisor will also document on the "Authorization for Drug/Medication Administration" form after administering the medication. One copy of the "Authorization" will be filed in the child's personal file in the filing cabinet. One copy of the "Authorization" will be kept with the medication and the "Authorization for Drug/Medication Administration" will also be kept in the child's personal file. All files are kept for three years.

Staff will use their judgment to advise parents if any medication is interfering with the child's ability to participate in the program.

If a child is exhibiting ill health and/or unable to cope in the program the parent will be contacted and arrangements will be made to have the child picked up.