

## The Children's Afterschool Center Medication Administration Policy



Our center must tell parents about our policy on administering medication and health care procedures to children. When we administer any medication or health care procedure to a child, we will follow these procedures.

Our center **will** give prescription medication or health care procedures to a child with a short-term illness.

Our center **will** give over-the counter (non-prescription) medication or health care procedures to a child.

Our center will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

Parents must provide written permission before any medication or health care procedure is administered to a child. Written permission is also needed if a school-age child is permitted to self-administer medication or a health care procedure.

Medication must be in its original container and labeled with the child's name, the name of the medication, the date it was prescribed or updated, the expiration date and directions for its administration. If a child may need a health care procedure while at the center (such as the use of a nebulizer, glucometer or epi-pen), parents must let us know who can provide appropriate training for our staff, and how we can contact the health care provider.

Medication will only be given according to the directions on the label, unless we have other written instructions from a health care provider. A health care provider's note is also needed for any type of non-prescription medication other than antihistamines, cough suppressants, decongestants, fever reducers/pain relievers (such as acetaminophen and ibuprofen), or topical (skin) preparations (such as sunscreen and diaper rash preparations).

Medication or health care procedures will only be given by authorized staff who are informed of the child's medication and health care needs. If a child shows any adverse effects of medication or health care procedures, parents will be notified immediately. Unused medication and health care equipment will be returned to parents when no longer being administered.

We will maintain on file a record of:

1. The child's name and parental authorization;
2. The name of the medication;
3. The condition for which the medication or health care procedure is being used;
4. The instructions for administering the medication, including the dosage and frequency;
5. The time and by whom the medication was administered to the child; and
6. Any adverse effect the medication may have had on the child.

Cheryl Stone, Children's After School Center, 2013