

 Policy #: CHS-3	Effective Date: 6/22/10	Page #: 1 of 2
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COMPONENT: CHILD HEALTH AND SAFETY

SUBJECT: MEDICATION ADMINISTRATION

PERFORMANCE OBJECTIVE: To establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. To ensure that all medicines are labeled, stored under lock and key and if necessary, refrigerated. To ensure that only designated, trained staff are responsible for administering, handling, and storing medications. To ensure physician’s instructions and written parent or guardian authorizations for all medications is obtained prior to administering medication. To maintain an individual record of all medications dispensed, and to review the record regularly with the child’s parents. To record changes in a child’s behavior that have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child. To ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

POLICY AND PROCEDURE:

Medication administration will occur only when reasonable attempts have been made to schedule the medication outside of classroom hours.

SOP should be followed for administering medication.

Family Advocates will be responsible, for the following, before medication administration can begin:

- Ensuring the completion of an *Individualized Health Action Plan* by the parent/guardian and medical provider;
- Notifying the HSM, Area Coordinator, and appropriate classroom staff.

Lead Teachers will be responsible for administering medication. If the Lead Teacher is unavailable the assistant teacher will be responsible for administering medication. (Substitute teachers will never administer medication.) If staff is not adequately prepared to administer medication safely, the HSM and Area Coordinator will develop a formal plan to ensure that the medication can be administered safely and properly.

Teaching staff will utilize the *Medication Control Sheet* for documentation purposes.

The *Medication Control Sheet* will be reviewed with the parent/guardian and signed once a month if medication is administered. A copy will be provided to the parent/guardian. The original will be filed in the child’s permanent file.

All medications will be kept out of the reach of children. Non-emergency medications will be stored in a locked box in a drawer, a cupboard, or in a refrigerator, if applicable. Emergency medications will be kept in the First Aid Fanny Pack on top of filing cabinets in the classroom. Emergency medications will be taken outside and on field trips in the fanny pack and kept on the Lead Teacher or Teacher Assistant.

Refer to Medication Administration SOP.