

Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership
“Young Minds Strengthened Through Faith and Knowledge”
2007 Helm Ave. North Charleston, SC 29405
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Parent Information for Medications Administration Procedures

As of July 1, 2018, Nia Infant Toddler and Child Development Center EHS/CCP has updated the policy for identifying procedures for the safe administration of medications and/or medical procedures performed during center hours.

MEDICATIONS

1. When possible, medications should be given by parents/guardians before or after center hours. Any medication to be given during the school day, including over the counter medication, **must** be accompanied by a completed Doctor’s Order from a health care practitioner who is recognized by SC’s Dept of Labor, Licensing, and Regulation as authorized to prescribe medications. The parent/guardian portion of the form must also be completed.
2. Nia Infant Toddler and Child Development Center EHS/CCP and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student’s needs will be discussed.
3. Requests from parent/guardians for administration of herbal/alternative medicinal products, “off-label” or investigational medications will be evaluated on a case-by-case basis. Please allow 24 – 48 hours for a final answer for this procedure.

PROCEDURES

1. Medical procedures require receipt of the completed Doctor’s Order and necessary equipment for the procedure. The Doctor’s Order must be completed by a health care practitioner who is recognized by SC’s Dept of Labor, Licensing, and Regulation as authorized to prescribe medical procedures. The parent/guardian portion of the form must also be completed.
2. Administration or trained staff will administer the medication to your child the exact way it is stated on the medication form.

PARENT RESPONSIBILITY

1. Deliver the completed Doctor’s Order along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school. The form can be faxed to the center by the doctor’s office at 843-746-9337.
2. Inform the school of any changes in the student’s health condition, medical procedure or medication.
3. Update Nia Infant Toddler and Child Development Center EHS/CCP forms annually or when there is any change in the medication or medical procedure.
4. Pick up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first, after which medications will be disposed of.
5. Provide no more than a thirty (30) day supply of medication to the school.

SCHOOL RESPONSIBILITY

1. Receive and review completed Doctor’s Order along with medication (properly labeled/original container) and/or appropriate medical equipment.
2. Safely assist students with medication or performance of medical procedure according to Nia Infant Toddler and Child Development Center EHS/CCP Medication Administration Policy.
3. Communicate with the parent any problems or issues relating to administering medication or medical procedures.
4. Destroy medicine according to policy one week after discontinuance of medication or at the end of the school year, if not reclaimed by parents.

Thank you for your cooperation.

Parents Signature

Date