

## **MEDICATION POLICY**

At various times during the year, it may become necessary for your child to take medications.

1. We can administer prescription medications.

First, we need a signed consent form from parent.

Second, the medication must be in the original bottle with name of meds, date prescribed, directions for administering.

Next, we need a doctor's permission to administer note stating how he/she wants meds administered and the exact dose. This note maybe written on letterhead or the doctor's prescription pad and can be faxed to 8437618676 or emailed to [childthos@yahoo.com](mailto:childthos@yahoo.com).

2. We can administer medications for allergic conditions or reactions.

First, each med must have a consent form signed by parent.

Second, this medication must have a doctor's permission to administer stating how he/she wants meds administered and the exact dose. This not maybe on doctor's letterhead or prescription pad and can be faxed or emailed to above stated locations.

3. Cold medications, pain medications and antibiotics WILL NOT be administered by childcare staff. Please create a schedule that allows you to administer these meds at home.

Medication Log:

For each medication that is administered by a staff person, a log is kept including the child's name, name of the medication, dosage, time and name of person administering the medication. This information shall be logged immediately following the administration of the medication. This information is available for the child's parent review.

**MEDICATION ERROR:**

Failure to administer a medication at the prescribed time, administering an incorrect dosage of medication or administering the wrong medication are each medication errors. In case medication error occurs, Parent will be notified . 911 will be notified If the incident requires medical attention (refer to Emergency plan template for condition that requires immediate medical attention). Adverse reactions will be documented . DSS Child Care Licensing will also be contacted and notified of the medication error. Copy of the Incident report documenting this mishap will be placed in the child's file.

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Signature

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date