

MEDICATION POLICY

Non-Prescription Medication (Cough Syrup, Tempra)

Blossoming Minds Learning Centre is not permitted to administer any medication to the children in their care that is not a current prescription. If a child requires a medication that is not a prescription, the authorization from a physician in the form of a doctor's note accompanied by the completion of the form called "*Prescription and Non-Prescription Medication*" by the parent is required or the physician may fill out the form and sign it.

Staff is not permitted to administer aspirin under any circumstances.

Prescribed Medication (Penicillin, Amoxicillin, etc.)

Only the ECE in each classroom is authorized to administer prescribed medication. The bottle of medication must be clearly marked with the child's name, the name of the medication, the date, the amount, and the time of dosage and be in its original container. The "Prescribed Medication Form" must be completed by the parent and signed prior to administration. The prescribed medication must be given to either the ECE in the classroom who will place it in locked container either in the classroom or in the kitchen fridge. A message must then be also written in the daily communication book in the classroom to ensure all staff is aware of the child's prescription.

Each room has a delegated ECE to administer medications, as well as a back-up person should the delegated ECE being absent from the centre.

BMLC does not administer holistic or homeopathic remedies under any circumstances.

Emergency Medication (Epi-pens, Benadryl, etc.)

There are children with severe allergies that require emergency medication to be present with them at all times. While it is the responsibility of parents to administer medication to their child, BMLC is prepared to agree to undertake this responsibility on the following conditions:

1. the use of medication is prescribed by a physician
2. it is necessary that the medication must be taken during child care centre hours; and
3. the child's parent/ guardian is not reasonably able to administer the medication.

The "Administration of Medication Form" must be fully completed by before the medication can be administered at BMLC. The instructions from the physician must be very clearly stated and a copy of the form will be given to the appropriate ECE in the classroom along with the emergency medication.

BMLC does not have any health professionals who administer medication. The administration of the emergency medication would be done by an RECE who is not medically trained. The storage of the child's emergency medication will always be present on the ECE in a fanny pack along with a copy of the "Administration of Medication Form" unless otherwise indicated as the storage requirements.

The medication must be in the original prescription container, clearly labeled with your child's name, name of the medication, dosage/ frequency, and physician's name. The safekeeping requirements, possible side effects, the storage requirements must also be indicated.

The medication must be current and not expired. It is the responsibility of the parent/ guardian to ensure that the medication is current and that all medical information about the child, and where the staff at BMLC may reach the parent/guardian, is up-to-date.

A child using self-administered emergency medication (i.e. asthma puffers) must be supervised by the ECE in the classroom when using the medication. The completion of "Administration of Medication Form" is still required for this type of emergency medication.

It should be noted that the BMLC Board of Directors and staff will be absolved from any legal liability related to the administration of this medication and will not be held responsible for any illness or injury to your child relating to or resulting from the administration of the medication.

EMERGENCY CONTACTS

The parent must provide an emergency contact person's name, address, and telephone number.

An emergency contact person must be informed that he/she is the contact person and may be asked to pick-up the child in the event of an emergency, accident or illness when the parents cannot be reached.

A contact person must be available during the hours that the child is in the Centre. Contact persons and their personal information must be updated as required.

IN THE EVENT OF AN ACCIDENT OR EMERGENCY

Emergencies (injuries, critical illness, etc.)

The Child Care Director, Assistant Child Care Director or program staff will follow guidelines below in the event of an emergency:

- attend to the sick or injured person
- protect the victim from further discomfort or injury
- call 911
- document calls related to the incident once all risks are over, medical assistance has arrived, or child has been taken for treatment, then contact the Director at once. If the Director is unavailable, the Assistant Director or designate should be contacted
- information will be given to the Director

General Emergency Practices

Costs incurred for emergency treatment of a child will be the responsibility of the parent.

Times, events, and telephone calls will also be recorded chronologically.

Emergency numbers are located in the day care office.

Parents will be contacted immediately by the Child Care Director, Assistant Director or program staff.

DIAPER CREAM, SUN SCREEN, SKIN CREAM, ETC.

Creams, etc. will be administered during daycare hours if all of the information in this form has been completed by the parent. The parent/s must provide the creams.

Child's Name (please print): _____

Name of Cream/Screen (please be specific: include brand name).

Amount to be Administered: _____

Time/s to be Administered: _____

Notes:

Please indicate duration of time to be administered – e.g. # of days if applicable.

Name of Child: _____

Parent's Signature: _____

PRESCRIPTION OR NON PRESCRIPTION MEDICATION

Prescription and non-prescribed medication such as Tylenol, Benadryl, etc. - will only be administered during day care hours if all of the information in this form has been completed by a doctor. The doctor's signature indicates that he/she has completed this form providing Blossoming Minds Learning Centre with all of the information. The parent/s must provide the Prescription medication.

*Prescription medication must be in a container labelled by the pharmacist or prescriber.

Doctor's Name:

Address:

Phone: _____ Fax: _____

Date: _____

Child's Name (please print): _____

Name of Prescription Medication : _____

Condition for which medication is being administered: _____

Amount to be Administered: _____

Time/s to be Administered: _____

Notes: (relevant side effects etc.)

Doctor's Signature: _____ Date: _____