

## Administration of Medication Procedure

**Policy:** Bridges Head Start and EHS-CCP will only allow the dispensing of medication by trained staff during the program day for chronic conditions or in specific cases where the medication cannot be administered at any other time.

*Performance Standard 1304.22©*

### Procedure

- The family must administer medication for short-term illness at home unless the doctor specifically states that the medication should be given during specific time periods that include the time that the child is in the Head Start class. This includes all prescription and over the counter medications.
- If the medication can be given to the child before or after the hours that the child is in Head Start, staff will not administer the medication.
- Teachers will notify the Education Coordinator or the Health Manager of any child requiring medication for a chronic health condition (asthma, diabetes, ADHD, etc.).
- In all cases a **Written Medication Consent Form** must be completed and signed by the parent, physician and staff. This form must be completely filled out and include the doctor's name, the name of the medication, the dosage, the times to be given, and special instructions.
- Parents must bring in the medication. It may not be sent on the bus with the child. The parent must also pick up any unused medicine.
- Medication must be in the original container, properly labeled by the pharmacist with the child's name, frequency and amount of dosage, name of the drug, duration of administration, expiration date, storage, date filled, name of physician, and any possible adverse reactions. The medication must also come with the package insert or pharmacy printout. Staff needs to read this information carefully for their protection as well as protection of the child.
- A staff member with Medication Administration certification or the school nurse will administer medication and immediately log the information on the **Log of Medication Administration form**.
- Medication will be kept in a locked container or stored in a locked drawer or cupboard to reduce the potential of loss or misuse. Medication that requires refrigeration will be kept in a locked box in the center's refrigerator.
- After 10 days of administering the medication at the center, a new **Authorization to Administer Medication and Log Form** must be completed. In the case of a long-term prescription, a new form is not necessary as long as the physician signed and completed the information on the **Authorization to Administer Medication and Log Form**.
- An on-going record must be maintained.

- The **Log of Medication Administration Form** will be used to document each time the medication is given. Documentation will include the date, dose, route, time, name of medication, signature of the person administering the medication and side effects.
- The medication record will be maintained and kept locked in the box with the medication. When no longer needed, the form can go in the child's center file.
- If there is an error in the administration of medication a **Medication Error Report Form** must be completed, the parent must be notified and an investigation will be completed.
- If the child refuses to take the medication or if no system can be established to ensure correct, regular administration of the medication, the parent must be notified immediately.
- All medication left at the center at the end of the program year will be disposed of by the Health Manager.
- When administering medication, staff members need to be aware of the issues of confidentiality.

*Referenced Forms:*

*Written Medication Consent Form*

*Medication Error Report Form*

*Log of Medication Administration form*

*Authorization to Administer Medication and Log Form*