### Purpose

Childcare agencies are one of a few professions that allow “untrained” staff to administer medication to vulnerable people. The definition of “untrained” in this instance, would be staff with no pharmaceutical training. While the staff in our childcare program provide care for the individual child, we are responsible for the group. Therefore, it is also the responsibility of the agency to provide clear and specific guidelines for the use of medication in our childcare program.

### Policy

Whenever staff are dispensing medication staff will be cognizant of the “five rights of medication”; right person, right medication, right amount, right time and right method.

Medications will only be given with written instructions from the physician (either a prescription label or note). The exception is Acetaminophen (see Medical Practices – Medication Administration – Acetaminophen Policy).

Medication records will be maintained for three years after the date of withdrawl.

Medication errors are considered Serious Occurrences. All procedures dealing with Serious Occurrences will be followed.

### Procedure

1. Medication must be in original container, clearly labeled with the child’s name; name of drug; dosage to be given; date of purchase, expiration date (where applicable) and instructions for storage and administration of drug. Parents/guardians will be asked to supply the childcare program with the Information Sheet provided by the pharmacy.
2. Medication must be stored as directed and kept in a locked container. Medications for life threatening conditions, such as asthma or anaphylaxis, will be stored out of reach of children but readily available. These medications must follow the child (i.e. taken outside).
3. One staff, or a specific shift in each program,(but not employees in a relief capacity) will be designated to administer medications in accordance with all procedures (with the exception of emergency medication for asthma or anaphylaxis).
4. Written authorization for prescription medication(see appendix) will be completed by the parent/guardian including:

* Name of prescribing physician and phone number
* Time(s) of dosage
* Dosage
* Time(s) of dosages at home
* Any reactions to the medication
* Date medication prescribed
* Name of illness
* Name of medication
* Date of last dosage at childcare program
* Parent’s permission and signature

1. Written entry will be completed by the staff to include:

* Date, time and doseage medication was administered and staff signature and initials
* Each staff who administers medication must verify his/her initials with their signature on the form
* Any comments from staff (how child prefers to take medication)
* Any side effects
* Description of side effects
* Action taken

1. Whenever possible, parents should be encouraged to give any prescription medication to their children at home, if this can be done without affecting the treatment schedule. Parents should inform the childcare program of any medication their child is on outside of the childcare program.
2. Leftover or surplus medication should be returned in the original container to the parent/guardian or discarded with parental permission.
3. Non-prescription topical medications such as Vicks Mentholatum Rub, Ambesol (or other oral gels) will not be used. The childcare program will apply sunscreens, calamine lotion and/or diaper medicated creams. First aid ointments (i.e. Polysporin) will be applied in an emergency. Parents permission for these will be requested upon registering their child.
4. If a parent brings in a non prescription cream for a specified amount of time (ie 5 days), then the parent must fill out a Non Prescription Medication Form.
5. Written authorization for non prescriptive medication (see appendix) will be completed by the parent/guardian including:

* Time(s) of dosage
* Dosage
* Time(s) of dosages at home
* Any reactions to the topical item
* Reason for applying topical item
* Name of topical item
* Date of last dosage at childcare program
* Parent’s permission and signature

1. Written entry will be completed by the staff to include:

* Date, time and doseage topical item was administered and staff signature and initials
* Each staff who administers topical item must verify his/her initials with their signature on the form
* Any comments (including side effects)

1. Notify the parent if any error is made in the administration of medication.
2. The following is a guideline of what is regarded as a medication error:

* Failure to administer prescribed medication
* Failure to administer prescribed medication at the designated time
* Failure to administer correct dosage of medication
* The administration of any medication not prescribed for that particular child
* Failure to sign-off medication which has been given to a child

1. Disciplinary action to be taken in instances of medication error: A Incident Report (see Appendix) must be completed and reviewed with the staff involved. Recommendations will be made by the Program Director or the Executive Director based on the severity and frequency of error(s). The discipline will be progressive from written warnings up to and including dismissal. The staff member will be asked to read the medication policy and may be required to review this with the Program Director or be shadowed by another staff member prior to administering medications independently.