



Jin-A Child Care Center
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MEDICATION POLICY

Background:

This policy is intended to ensure safe administration of medication to children with chronic conditions, mild illnesses or special health needs for whom a plan has been made and the plan has been approved by the Director. Almost all children require medication at some point in time. Administration of medication poses a liability and an extra burden for staff and having medication in the facility is a safety hazard. Administration of medication requires clear, accurate instruction and knowledge of why a child needs the medication. This policy applies to all medication for any child within the facility.

Procedure:

1. Medication Authorization (Form)

- All prescription and nonprescription medication given in child care require a written authorization from the health provider, as well as parent written consent.
- The instructions (outlined on the form) must include:
 - Information regarding the medication
 - Reason for the medication
 - The specific time of administration
 - The length of time the medication needs to be given.

2. Procedure:

- First dose should be administered at home to avoid problems or allergic reactions
- All medication needs to be brought in the original **labeled** container with the proper measuring tool:
 - the child's first and last name
 - the name of the medication
 - date prescription was filled (prescription only)
 - name of the health professional who wrote the prescription (prescription only)
 - medication expiration date, storage information
 - instructions on administration: dosage amount, frequency, and specific indications for "as needed"

3. Medication will not be given if it is:

- Not in the original container
- Beyond the date of expiration on the container
- Without written authorization
- Beyond expiration of the parental or guardian consent
- Without the written instructions provided by the physician or other health professional legally authorized to prescribe medication
- For non-medical reasons
- Not prescribed for the child (even sibling)

4. Receipt, Storage, and Disposal:

- All medications brought in to the center will be given to the office for review and approval.
- Medications will be stored in a locked cabinet in the Jin-A office. Emergency medication will be stored in the child's classroom (un-locked, but inaccessible to children). (NAEYC 5A.21)
- Before administering, medication is checked for expiration date.
- Non-prescription diaper creams shall be stored out of reach of children but are not required to be in locked storage
- Any medication remaining after the course of treatment is completed or authorization withdrawn will be returned to the parent or discarded.

5. Emergency Medication Plan (Form):

Jin-A recommends that a health care provider give a standing prescription/instructions for Acetaminophen and Benadryl (provided to the office by the parent) in case of recurring problems or emergency situations. A child may only receive medication with the permission of the child's parent or legal guardian and health care provider's signature.

The instructions (outlined on the form) should include:

- the child's first and last name
- the name of the medication
- the dose of the medication
- how often the medication may be given
- the conditions for use
- any precautions to follow
- potential side effects

Training:

1. Only staff who has documentation of medication administration training can administer medication, except emergency medication. (NAEYC 5A.20)
2. A staff member trained in medication administration will be on site at all times when children are present.
3. All staff members are trained in Epi-Pen administration.

Documentation and Communication to Parents:

1. A medication log will be maintained in the child's file by the facility staff to record any time prescription or over-the-counter medication is administered by Jin-A staff.
2. The child's name, date, time, amount and type of medication given and the name and signature of the person administering the medication shall be recorded for each administration.
3. No documentation will be required when sunscreen or diaper creams are applied to children.

Medication Error:

1. In the event of a medication error, the appropriate first aid or emergency action will be taken.
2. Director, parent/guardian, and as needed, the nurse or physician will be notified.
3. A medication error and an incident report will be prepared.