

MEDICATION POLICY

The Creative Preschool of East Toronto

2009

- **Medication is given at this facility only by trained staff with written parent/guardian permission.**
- **All medication will be in its original container with the child's name, doctor's name, date, expiration date and directions of how much medicine and times of day to give medicine.**
- **All over the counter medication and ointments will only be given if the dose written by the parent/guardian matches the over the counter manufacturer's dose on the label for the age and/or weight of the child.**
- **All medication whether prescription or over the counter, including ointments and sunscreen are kept in a locked box or cabinet, out of children's reach.**
- **All refrigerated medication will be in a locked box in the refrigerator.**

TRAIN AND ASSIGN STAFF

Supervisor, Georgia Bowen will:

- **train staff to give medicine.**
- **assign staff weekly to give medicine.**
- **attach the "5 RIGHTS" tag to the locked medication box or cabinet.**

1) Right Child 2) Right Medication 3) Right Time 4) Right Amount 5) Right Route (eye, ear, mouth)

EACH DAY

1. Parents will:

- **check all medication at the "Medication Station" located on the teacher's counter in classroom.**
- **fill out and sign the MEDICATION LOG**

2. Classroom Teachers, will complete a "Safety Check" on all medication before parent/guardian leaves.

Safety Check

- 1. Child resistant container**
- 2. Original prescription or manufacturer's label and physician's directions for use. (phone or written)**
- 3. Name of child on container.**

4. Current expiration date on prescription label.
 5. Name and phone number of doctor on prescription medicine.
- Staff will not accept or place any medicine in baby bottles.

MEDICATION POLICY continued

The Creative Preschool

Steps for Giving Medicine

1. Compare **MEDICATION LOG** with the medication label and check for name of medication, amount and times.
 2. Bring the child and the medicine to a quiet area away from other children.
 3. Wash your hands.
 4. Check the “5 RIGHTS”.
 5. Give child the medicine.
 6. Complete staff section on **MEDICATION LOG**. (This log will be kept in a note book with attendance sheets next to the locked box after giving medicine.)
 7. Return medicine to locked cabinet or box.
 9. Get next child’s medicine.
 10. Lock cabinet and/or box.
 11. Return the child to his/her group.
 12. Get the next child.
 13. Repeat 3-12.
- Do not use a household teaspoon to measure.

See TIPS ON GIVING MEDICATION IN CLASSROOM POLICIES/PROCEDURES NOTEBOOK

ERROR IN GIVING MEDICINE

1. Supervisor, Georgia Bowen, or appointed teacher, will call 911 if accidental overdose or the wrong medication was given to the child.
2. Supervisor, Georgia Bowen, or appointed teacher, will immediately contact the child’s parent/guardian if there is an error in giving or applying medicine.

MEDICATION LOG

The Creative Preschool of East Toronto
(chart format to be used in attendance book)

Parent to Complete:

Date: _____ Child's Name _____

Parent Signature: _____

Name of Medication: _____

Time to Be Given: _____

Amount of Each Dose/ by mouth, nose, ear plus any instructions:

Possible Side Effects:

Refrigeration? Yes No Time of Last Dose: _____

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Staff to Complete:

Safety Check 5 Rights: 1) Right Child, 2) Right Medication,
3) Right Time, 4) Right Amount, 5) Right Route (eye, ear, ,mouth)

Time Given: _____ Date: _____

Staff Name and Initials _____

Reaction Notes: _____

INCIDENT REPORT LOG

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(Smaller format used Indoors and Outdoors for recording daily incidents
and then transferred to Daily Log and Playground Safety Log)

DATE: ___/___/___ **TIME:** _____

NAME(S):

DESCRIBE INCIDENT:

ACTION TAKEN:

FOLLOW-UP:

REPORT TAKEN BY:

Print Name

SIGNATURE:

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