

Huron Playschool Co-operative Inc.

Medication Policy

October 22, 2016

Where possible parents are encouraged to administer all medication at home if this can be done without affecting the treatment schedule.

All medication must be prescribed by the child's doctor. This means a pharmacist's label must be attached to all drugs, or a Doctor's note on a prescription pad for over the counter drugs such as pain relievers and decongestants.

The medication must be in its original package, unaltered. The label must also indicate the dosage for the child. The sole exception to this rule is non-prescription skin care products, such as those under diapers, and sunscreen. In case of skin care products, parents must supply the product and provide instruction in writing.

Sunscreen will be supplied to parents. Parents are asked to apply sunscreen before children arrive for the morning program.

No medication will be given if it has been prescribed to another member of the family.

No outdated medicine will be given.

A medication form must be completed and signed by the parent or guardian for every day that the medicine must be administered by the staff. Ditto marks are not acceptable. The Teacher/Director or staff will check to make sure that parent instructions match the instructions on the medication.

Medication must be stored in a locked box (on top of the filing cabinet or in the refrigerator). Children who are JK/SK age or older may carry their own asthma or emergency allergy medication if parents request this. Information about medication that children carry will be included in their file, in the emergency book, and in the case of children with food allergies, the anaphylactic emergency plan will also be posted in the kitchen.

Huron Playschool staff will administer medication to the child. Staff will initial or sign the form and indicate the time the medication was administered. Leftover medication or surplus medication will be returned to the parent. Any errors in administration of medication must be recorded and reported immediately to the Teacher/Director who will notify the parent.

If adverse symptoms are noted on accidental administration of medication, contact Emergency Medical Services.