

Mittineague Methodist Community Preschool

Administration of Medication

If a child at Mittineague Methodist Community Preschool requires medication parents must fill out the Authorization for Medication Form before any medication may be administered. Administer must provide medication training on a yearly basis to staff members who will be administering medications and evaluate their knowledge in the necessary procedures.

Prescription medication must be in its original container with its original labels. Child's name must appear on the medication, name of medication, the dosage, the number of times per day, and the number of days the medication is to be administered. Physician's name, expiration, and warnings should also be indicated on the container. The prescription label will be accepted as the written authorization of the physician.

The center will not administer any medication contrary to the directions on the label unless authorized by written order from the child's physician.

Authorization of medication is only valid for one school year and must stay current. Expiration dates must be checked on periodically. Parent must be notified that the expiration date is about to expire and an updated one must be provided.

If a student requires non-prescription medication consent from the child's physician is required. The child's physician will need to provide a list of the medications, the dosage, and the criteria for its administration and sign the completed form. This form will be valid for one year from the date it was signed. The administrator will make every attempt to contact the parent before administering the non-prescription medication unless the situation is immediate or contacting the parent would delay the proper care of the child.

In dealing with topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray etc. the center requires written parental permission. The signed form will be good for one year and must list the topical non-prescription items. When using topical ointments the school must follow the written procedure for non-prescription medication which must include the written order of the physician, authorization for medication form signed by the parent, which is only good for one year

The first dosage of medication must be administered at home by the parent or guardian in case of any allergic reaction. Medication must be given directly to the teacher by the parent or guardian.

There are two teachers to each classroom with one certified in CPR. The lead teacher will be designated to administer medication to a child. If that teacher is absent or unable to administer medication the director will be the one to step in and administer the medication.

Medication is to be kept in the classroom out of reach of children, in good sanitary conditions, proper temperature, and security. Each child's medication will be kept in a separate labeled container. The label must indicate the child's name, a picture of the child, list of medication and expiration date, and emergency steps if required. Rescue medication must be stored so they are immediately available. Medication that requires refrigeration must be accessible and stored at the correct temperature (38F).

When administering medication the following steps will be taken:

- a. Check medication log name.
- b. Right child – verified by another staff member – ask child their name
- c. Correct time of administration
- d. Correct dose and route (check on bottle for correct route – chewed swallowed, drops)
- e. Check medication after administering
- f. Log in book – date – time – dosage – route – initial (excluding topical ointments and sprays applied to normal skin)
- g. Log if child refused medication, not all dosage is given, or some spills document
- h. If medication is required throughout the day set up a schedule and times for it to be administered.
- i. Medication that is given over 30 minutes before or 30 minutes after the scheduled time is considered an error and parents must be notified.

Upon administering medication it must be documented on the child's medication administration record. It must indicate date, time, name of medication, dosage, method of administration, and by whom. This record will become part of the child's records.

Parents must be informed when medication is administered whether it is prescription or non-prescription.

At the end of the school year all medication must be returned to the parent(s) and a release form must be signed listing the medication that was returned. If for some reason the parents does not take the medication the medication must be destroyed according to the town's Public Health Department and DPH control program (617-753-8100), The method of destruction must be recorded.