Bright Starts
Co-operative Early Learning Centre Inc.

Child Care Policy and Procedure Manual	
Section 1: Health and Safety	**Policy:** Administration of Medication
Date Approved by P&P Cmte: March 14, 2021 **Date Approved by BofD:** March 16, 2021	**Policy #** 1.3

PURPOSE

To establish set guidelines for the appropriate administration of drugs and medications ensuring staff are made aware of their responsibilities and children are protected by receiving medications according to an established routine.

POLICY

Parents will be strongly advised to administer medications and/or drugs prior to their child's daily attendance if they can be administered without affecting their daily treatment schedule.

A drug or medication is administered to a child from its original container as supplied by the pharmacist, and the container or package is clearly labeled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, and instruction for storage and administration.

All medications are to be stored in a locked container inside a refrigerator/cupboard or on a shelf inaccessible to children and shall be accompanied by written authorization and instruction signed by the parent (Administration of Prescribed and Non-Prescribed Medications Form). Medication Forms must be completed by the parent. If the above mentioned are not completed, the medication cannot be administered.

Non-Prescription Drugs

Bright Starts CELC will not administer non-prescription drugs i.e fever medication, cold/allergy medications. Non-prescription drugs should not be administered prior to a child's attendance to reduce a fever or mask other symptoms to keep a child at the centre when they should potentially be at home or visiting a doctor. Parents will be advised to seek professional medical care if symptoms persist which affect their child's day. An exception may be made for fever medication to be kept on file and administered if it is accompanied by a doctor's note for an already diagnosed ailment i.e. febrile seizures (drugs will not be administered by weight unless accompanied by written authorization from a physician). If a child has fever medication on file it may be administered with parental consent by an assigned staff for a one-time emergency use, i.e. in order to reduce the risk of a febrile seizure until parents arrive (parents must be on their way). **Parents are not to leave any medication in their child's cubby.**

For each child receiving medication, a complete written report is filled out by the staff responsible documenting the date, name of medication, time administered and dosage after each administration. All drugs/medications will be administered by an assigned staff member and witnessed by another for accuracy.

Any accidental administration of medication shall immediately be recorded and reported to the Executive Director/Manager or their designate. Parents will be contacted as soon as possible.

Once the course of medication is completed, the assigned staff will mark the medication form as complete and place the form in the child's file. Completed medication forms will be retained at minimum 2 years.

Leftover, forgotten, expired medications and empty bottles will be returned in its original container to the parent.

Non-Prescription Creams and Lotions

Bright Starts CELC, at the request of a parent, may apply over-the-counter products provided by a parent, such as sunscreen, moisturizing skin lotion, lip balm and diaper cream, to children with a single "blanket" authorization without documentation of administration (except where the item is a drug, as defined in the Drug and Pharmacies Regulation Act). Bright Starts CELC will ensure that these over-the-counter products are labelled with the child's name, in its original container/packaging, stored in accordance with the instructions for storage on the label and applied in accordance with the instructions on the label and the parent's authorization.

PROCEDURE

Procedure for administering medication:

- Parent must fill out Prescription and Non-Prescription Medications Form if providing medication to be administered
- Parents must fill out the Consent to Apply Cream and Lotion Authorization Form if requesting that creams or lotions, as described above, be applied.
- Staff must check to make sure form is filled out accurately and completely
- Staff will put drug/medication away in locked designated area
- Staff will inform the Executive Director and/or Manager or their designate of the times drug or medication is to be administered
- Drug/Medication instructions and recognition of the child shall be read and viewed a minimum of twice per administration
- Another staff member will witness the correct administration of the drug/medication
- Documentation will then be made on the Prescription and Non-Prescription Medications Form and signed by the person who administered the drug/medication followed by the initial of the person witnessing/verifying the administration of the drug/medication
- Drug/Medication will then be put back into the designated storage area
- Once the course of drug/medication is completed, the assigned staff will mark the Prescription and Non-Prescription Medications Form as complete and place the form in the child's file and retained at minimum 2 years
- Leftover, forgotten, expired and empty drug/medications will be returned in its original container to the parent for disposal