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## *Program Decision Regarding Medication Plan*

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Robots and Mud Pies π Preschool **WILL** administer both prescription and non-prescription medication by all routes covered in the MAT course (oral, topical, eye, ear, patches, and inhaled medications AND epinephrine via and auto-injector device). The program will administer medication in accordance with VDSS child day program regulations. Only a staff member who has completed the appropriate training and is listed as a medication administrator in this plan will be permitted to administer medication at Robots and Mud Pies π Preschool, with the exception that all staff will be allowed to apply over-the-counter topical diaper ointments, sunscreen and topically applied insect repellent.

### Authorized Staff to Administer Medication

I understand that any individual listed in this section is approved to administer medication using the following routes: oral, topical, eye, ear, patches, and inhaled medications and epinephrine via and auto-injector device. I understand that if a child in my program requires medication rectally, vaginally, by injection or by another route not listed above, I will follow the procedures outlined for children with special health care needs. I understand that to be approved to administer medication, other than over-the-counter topical ointments, sunscreen and topically applied insect repellent, all individuals listed below as medication administrators must be at least 18 years old and have valid:

- Medication Administration Training (MAT) certificate
- OR Emergency Medication Administration Training (EMAT) certificate
- CPR Certificate which covers children ages 2-12 years old
- First Aid Certificate which covers children ages 2-12 years old

I understand that the medication administrators may only administer medication when the medication labels, inserts, instructions and all related materials are written in the language indicated on the MAT certificate.

**Medication Administrators:**

Documentation of First Aid, CPR, MAT and proof of age (over 18) will be kept on site and are available upon request.

Staff Name: Barbie Gallini

MAT Certificate expiration date: March 29, 2025

Signature indicates verification of age, MAT certificate, First Aid and CPR certificates:

 Date 11/29/22

Additional Staff information (as applicable):

**Emergency Medication Administration Certificate**

Staff Name: N/A

EMAT Certificate expiration date:

Signature indicates verification of age, MAT certificate, First Aid and CPR certificates:

N/A Date \_\_\_\_\_

**Forms and Documentation Related to Medication Administration**

Robots and Mud Pies π Preschool will accept permission and instructions to administer medication on the VDSS form *Written Medication Consent Form*. For over-the-counter topical ointments, sunscreen and topically applied insect repellent, the VDSS form *Authorization Form for Non-prescription Over-the-Counter Skin Products* will be accepted. Medication consent forms for long-term medication must be renewed every twelve (12) months, or sooner if directed by physician. One of the directors will check the medication consent forms monthly to verify they are current and have not expired. All medication administered to a child during program hours will be documented on a child-specific medication log. Robots and Mud Pies π Preschool will use the VDSS form *Log of Medication Administration* for all medications excluding over-the-counter topical ointments, sunscreen and topically applied insect repellent. Each medication log will be attached to the child’s corresponding consent form.

**As Needed Medication, Medication Side Effects and Other Notifications**

Parents will be notified of all “as needed” medication given to their child and told what symptoms were observed that required the administration of medication. All observable side effects will be documented on the child’s medication log. Parents will be notified of any observed side effects by the end of the day. Parent notification will be immediate if the side effects are severe. If necessary, emergency medical services will be called. Medication administrators will document whenever medication is not given as scheduled. The date, time and reason for this will be documented. Parents will be notified

as soon as possible. When medication is not given as scheduled, this will be documented as a medication error. The date, time and reason for the error will be documented. I (or my staff) will follow all policies and procedures related to medication errors. All medication consents and medication logs will be kept in the following locations:

- ✓ Medication Log Book for current/in use forms
- ✓ Child's File for forms that are no longer being used.

### **Handling Storage and Disposal of Medication**

All medication must be properly labeled with the child's first and last name and be accompanied by the necessary parent permission and, when applicable, health care provider instructions *BEFORE* it will be accepted from the parent or the parent representative. All medication will be kept in its original container. Medication (except for over the counter sunscreen and diaper ointment) must be kept in a locked place, using a safe locking method that prevents access by children. Medication will be stored in a locked cabinet in the child's classroom, out of reach of the children. Medication requiring refrigeration will be stored in a food refrigerator in a leak proof container, separated from food and inaccessible to children. This refrigerator will be kept at a temperature below 40°F. All medications with a pharmacy label identifying the contents as a controlled substance are regulated by the Federal Drug Enforcement Agency. The following procedures will be followed with any controlled substances:

- ✓ Stored in a locked container in the school office.
- ✓ Only be accessible to the school directors.
- ✓ Pills will be counted when received from a parent or guardian.
- ✓ Pills will be counted each day.
- ✓ Pills will be counted before they are given back to the parent.

A staff member will check for expired medications monthly.

All leftover or expired medications will be given back to the child's parents for disposal. Medication not picked up within 14 days after use will be flushed down the toilet or disposed of in a manner that is not accessible to the children.

### **Medication Errors**

If a medication error occurs, we will notify the child's parent immediately. We will maintain the confidentiality of all children involved. When a medication error occurs, we will encourage the parent to contact the child's health care provider. We will also complete the VDSS *Medication Error Report Form*. If more than one child is involved in the error, a form will be completed for each child.

### **Confidentiality Statement**

Information about any child in our program is confidential and will not be given to anyone except VDSS' designees or other persons authorized by law unless the child's parent or guardian gives written permission. Information about any child in my program will be given to the local department of social services if the child received a day care subsidy or if

