

	Policy Title: <b>Medication Administering Policy</b>		
	Originated: N/A	Review Date: November 30, 2018	Approval Date: February 22, 2019
	Approved by: Board of Directors	Last Revision: May 28, 2012	Application: All employees, students and volunteers

## **Purpose**

The purpose of the Medication Administering Policy is to ensure children enrolled at Dandy Lion Daycare Centre (the “Centre”) are always safeguarded during the administration of prescribed medication.

## **Policy Statement**

Promotion of the health, safety and welfare of the children is of great importance for the Centre. Although the primary responsibility for treatment of a medical condition lies with the child’s parent/guardian, it must be understood that the Centre’s employees who administer prescribed medication, do not act in the capacity of health care professionals, rather, act on behalf of and in the absence of the parent/guardian to administer medication as required.

## **Procedure**

This policy is reviewed with employees, students and volunteers prior to commencement of employment, job placements or volunteer work at the Centre, and annually thereafter.

The Centre authorizes its permanent employees to administer medicine when all the following conditions have been met:

1. Medicine prescribed by a medical practitioner must be in its original packaging
2. The original pharmacist’s label must be attached to the original package. The label must indicate the following:
  - The child’s name
  - Dosage to be given
  - Frequency of dosage
  - Date of prescription
3. A doctor’s/medical practitioner’s note must accompany non-prescribed over-the-counter medication (such as vitamins, or ointments) indicating the information as noted above. All procedures for administration will be the same for non-prescription and prescription medications.
4. Medication prescribed to another member of the child’s family will not be given to a child.
5. Expired medicine will not be administered.

6. A *Medication Form* must be completed and signed by the parent/guardian for every medication that will be administered by an employee of the Centre. The following information must be included:
  - Date
  - Child's name
  - Name of medication
  - Beginning date of administration
  - End date of administration
  - Times to be administered
  - Dosage for each administration
  - Confirmation of refrigeration or non-refrigeration
  - Special instructions for administering medication to child
  - The parent's/guardian's signature
7. Medication will be stored in a designated location as deemed appropriate by the Supervisor, Assistant Supervisor and/or appointed designate, away from children.
8. Medications requiring refrigeration will be placed in locked containers. Refrigerated medications for children enrolled in an Annex-based program will be stored in the Annex kitchen refrigerator. Refrigerated medications for children enrolled in a main school building program will be placed within the classroom refrigerator.
9. Only permanent employees of the Centre are permitted to administer medication to a child. Casual employees, students and volunteers are not permitted to administer medication.
10. The *Medication Form* will be completed by a Centre employee after each administration. The following is required each time:
  - Date of administration
  - Time of administration
  - Dosage details
  - Employee's initials
  - Comments (if required)
11. Once the medication is finished or the parent/guardian requests the discontinuation of the medication, remaining medicine will be returned to the parent/guardian. The *Medication Form* will be placed in the child's file located in the Supervisor's office.

### **Self-Administration**

Where a child is authorized to carry their own medication, the program's staff must ensure the following are in place:

- i. Written parental/guardian authorization is obtained to allow the child to carry their own medication
- ii. The medication remains on the child (i.e. fanny pack) and is not kept or left unattended anywhere within the classroom or Centre (i.e. in the child's cubby)
- iii. Appropriate supervision is maintained of the child while they are carrying their medication and children in their proximity do not have access to the medication

Where there are safety concerns relating to the child carrying his/her own medication (i.e. exposure to other children), the Supervisor, Assistant Supervisor and/or designate as well as the child's parents/guardians must notified immediately of these concerns and discuss and implement mitigating strategies.

### **Record-Keeping**

Records of medication administration will be completed using the Centre's *Medication Form* every time drugs or medications are administered. Completed records will be kept in the child's file.

Where a child's medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child's absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).

If a dose is missed or given late, reasons will be documented on the record of medication administration and the parent (s) will be notified as soon as possible as it may impact the treatment schedule or the child's health.

Where a drug or medication is administered 'as needed' to treat specific symptoms outlined in a child's medication administration form or individualized plan and emergency procedures for an anaphylactic allergy (i.e. asthma, fever, allergic reaction), the administration and the reason for administering will be documented in the appropriate employee communication book (i.e. daily written record) and in the child's symptoms of illness record. The parent (s) of the child will be notified.

### **Confidentiality**

Information about a child's medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (i.e. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society).