



Park Lawn Preschool Inc.

*Park Lawn Preschool * Humber Bay Child Care Centre * PLP Early Learning Centre at St. Mark*

2018 PLP HS 204 Administration of Drugs and Medication

Park Lawn Preschool Inc. takes every precaution to ensure drugs and medications are safely administered to a child receiving child care at any of our centres. Parents and staff are required to follow the listed procedures when storing and administering medication.

All products containing Drug Identification Numbers require a schedule of administration and applicable record keeping. The requirements apply to a wide variety of items, including vitamins, medicated ointments, prescription medication and over-the-counter medication. Due to the frequency of use for sunscreens, diaper creams, lip balms and hand sanitizers a blanket authorization from the parent can be used and can be administered without a medication form as long as they are non-prescription and/or they are not for acute (symptomatic) treatment, whether they have a drug administration number or not.

All drugs and medications on the premises of the child care centre must be:

- In their original container or as supplied by a pharmacist.
 - Must be clearly labelled 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, if applicable, and instructions for storage and administration.
- Stored in accordance with the instructions for storage on the label
 - Drugs and Medication requiring refrigeration must be kept in a locked container in the refrigerator.
- Administered in accordance with the instructions on the label and the authorization received from a parent or guardian.
- Inaccessible at all times to children and kept in a locked container. (Only medication designated for emergencies such as anaphylaxis or asthma can be kept in the classroom backpack and carried wherever the class goes.)

Parent/Guardian Procedures

Whenever possible, parents are encouraged to administer medication to their child at home, if this can be done without affecting the treatment schedule.

- Parent/Guardian must provide written authorization in order for children to receive only those drugs or medication deemed necessary and appropriate.
 - A **Medication Form** (Appendix A) must be completed and signed in the Medication logbook for each day that medication is to be administered by staff.
 - Written authorization needs to include a schedule that sets out when the drug or medication is to be given, including specific times of the day or specific symptoms that must be observed, as well as the dosage to be given.
 - Parents of children with serious allergies that can be life threatening must complete:

- **Prescribed Medication Form**
 - **Anaphylaxis Emergency Plan**
 - **Anaphylaxis Staff Training Record**
- Parents of children with a medical condition must complete:
 - **Prescribed Medication Form**
 - **Medical Emergency Plan**
- Written instructions must match any instructions printed on the original container and that the medication is not expired.
- If medication is to be administered on an “as needed” basis, written instructions must clearly indicate the situations under which the medication should be given. (i.e. physical symptoms)
- All drugs or medication must be stored in original containers so that medication intended for a specific child is correctly administered.
 - This will allow staff to confirm that the medication is not out of date and helps ensure that medication does not spoil due to improper storage.

Staff Procedure

To reduce the potential for error, ONE person in each child care centre is designated to be in charge of all drugs and medications and that all drugs and medications are dealt with by that person or in their absence, a person designated by the centre supervisor.

Before administering the medication, the designated person must:

- Review the **Medication Form** completed by the parent.
 - Staff must check that the parent’s written instructions match any instructions printed on the original container.
- Check that the medication in its original container has the child’s name on the label
 - Check the expiry date. Out-dated medication shall not be administered.
 - Record the time, date and dosage on the **Medication Form AND Communication Book**.
 - **If a dose is omitted or late, reasons must be listed.**
- Post a note on the refrigerator door and in the logbook.
- Place medication requiring refrigeration in the locked container in the refrigerator and keep the key secure.
- Place all other medications in the medication box secured in a locked and clearly labelled cupboard.
- Return any leftover medication or surplus medication in the original container to a parent of the child or safely discarded with parental permission.

Any accidental administration of medication (e.g. medication administered to the wrong child or error in dosage given) should be recorded and reported to the supervisor, who should then notify a parent

of the child. If adverse symptoms are evident upon accidental administration of medication, staff should call local Emergency Medical Services.

Child Self-Administration of Emergency Medication

Some children may require medication that must be administered quickly in an emergency situation, such as antihistamines, epinephrine and puffers. Under Park Lawn Preschool Inc.'s discretion, a child may be permitted to carry his or her own asthma medication or emergency allergy medication in accordance to the following procedures:

- Parent/Guardian must provide written authorization for a child to self-administer emergency medication and complete:
 - A **Medication Form** *and*
 - An **Anaphylaxis Emergency Plan** *or*
 - A **Medical Emergency Plan**
- Emergency medication must be clearly labelled in its original container.
- A child may carry his or her asthma puffer in a pouch
- A child may carry his or her EPI Pen in a pouch
- No other medication may be carried by a child
- Staff must Record the time, date and dosage on the **Medication Form** AND in the **Communication Book** each time the child has self-administered an emergency medication.

Staff must ensure that children who carry their own asthma or allergy medication have the required medication in their possession prior to leaving the child care centre (i.e. transition to school, leaving on a field trip).

Record Keeping

- Records of all Administration of Drugs and Medications forms must be kept on file for 3 years.