



Park Lawn Preschool Inc.

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

2014 PLP HS 204 Administration of Medication

Staff of Park Lawn Preschool Inc. may only administer medication to a child where such medication is in its original container and accompanied by a doctor's note or where the drug has a pharmacy label on the bottle or container indicating it has been prescribed for that child and specifying the time at which the medication is to be administered.

Medication will not be administered if it has been prescribed to another member of the child's family or if it is past its expiry date.

Only medication designated for emergencies such as anaphylaxis or asthma can be kept in the classroom backpack and carried wherever the class goes. All other medication must be kept locked in a secure location.

Procedure

- The parent must complete and sign the **Medication Form** (Appendix A) in the logbook for each day that medication is to be administered by staff.
- The supervisor will designate an ECE in each classroom to be in charge of the medication and the requirement of this policy.
- The designated classroom ECE must:
 - Review the **Medication Form** completed by the parent.
 - Sign and Date the form, indicating the medication name, dosage and child's name.
 - 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.
- Before administering the medication, the designated classroom ECE must
 - 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 of the **Medication Form**.
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