

Administration of Medications

POLICY:

The administering of medications to children who have short term or chronic illnesses should only be done when it is determined by the child's physician that it is in the child's best interest to receive the medication. This applies to medication that is given during class time or medication that is used to prevent a life threatening emergency.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)

PROCEDURE:

1. Medications for both short term illnesses and chronic conditions will be administered by the family at home, unless it is verified by the child's physician that the medication can only be given during the time the child is in the classroom.
2. In all cases, the physician's permission form for prescribed or over the counter medication along with the consent/permission form from the child's parent(s) must be obtained then reviewed and signed by a health services staff and a program director prior to the administration in the classroom.
3. The physician's permission form must include the following things: the first and last name of the child, the name of the medication, the reason for the medication and the form of medication. It must also include the dosage, time interval, method of administration, duration of administration, side effects and any other important information.
4. Staff must read the physician's information and be aware of possible adverse reactions included in the instructions.
5. In most instances, medication will be administered by the teacher unless there is a school nurse/ trained health aide or a designee trained from the LEA on site during program operation hours. If staff feels uncomfortable with the administration of medication, the grantee health services manager may be requested to provide and/or access training and assistance.

6. Staff will ensure that all medication is in the original container and properly labeled by the pharmacist. It should include the child's name, the frequency and amount of dosage. It should also include the name of the drug and the duration of administration along with the expiration date, the date filled storage, and name of the prescribing physician.
7. Medications will be kept in a locked container and stored in locked cabinet or drawer to reduce the potential for misuse or loss. Medications requiring refrigeration will be kept in a locked box and stored to the back of the top shelf in the refrigerator. If a medication is for acute and emergency use, it will be kept in the first aid kit and/or out of reach of children (Ex: Epi Pen or Inhaler) if it is not kept in the school nurses/ health aide office per their LEA policy and procedure. Staff medication that is needed at school will be locked away and should be inaccessible to children at all times.
8. The administration of medication log will be used to document the date as well as the time and name of the medication. It was also be used to document the signature of the person who is administering the medication along with any observed behavior changes or adverse reactions each time the medication is given.
9. The administration of medication log will be utilized and kept with the parent permission and physician instructions forms in the child's file. These will be kept with the school nurse and the medication.
10. If a child refuses to take medication or there is an adverse reaction or behavior changes are observed, the parent(s) must be notified immediately. Communication to parents or physician prescribing the medication will be documented on the administration log and in family case notes.
11. A parent or guardian must review the medication log three (3) times a year. It must be signed and dated each time medication(s) is being administered.
12. The medication forms and documentation will be monitored by both the grantee health services manager and the team manager. When a question arises, it will be directed to the delegate health staff (or director) and school nurse/health aide assigned to the classroom within the LEA.
13. Unused medication must be returned home or be disposed of when treatment is complete or at the end of the school year. All medications left at school will be given to designated health services staff for proper disposal.

14. A designated staff person will notify the parent/guardian 1 month prior to the medication expiration date.
15. Staff members involved in the administration of medication will be sensitive to and aware of the confidentiality issues in carrying out this responsibility. In cases where all staff need to be aware of a child's medical condition and/or medication, delegate programs will obtain parent permission to post information within the classroom. If parent permission cannot be obtained, the child's condition will be posted with a cover sheet. For classrooms at Model City, a cover sheet will always be used regardless if parent permission is obtained.

Approved by Policy Council: September 2018