

Administration of Medications

POLICY:

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

. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22

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 Form for Prescribed or over-the-Counter Medication which includes consent/permission from the child's parent(s), indicating their desire that the Head Start program assist in the administering of the medication, must be obtained, reviewed and signed by health services staff prior to the administration in the classroom.
3. The Physician's Form must include: child's first and last name, name of the medication, dosage, and time interval, method of administration, duration of administration, side effects, and contraindications.
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 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 with the child's name, frequency and amount of dosage, name of drug, duration of administration, expiration date, date filled, storage and name of the prescribing physician.

Administration of Medication

Page 2 of 2

7. Medications will be kept in a locked container and stored in a 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 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).
8. The Administration of Medication Log will be used to document the date, time, name of the medication, and signature of the person administering the medication and any observed behavior changes or adverse reactions each time 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.
10. If a child refuses to take medication, or if an adverse reaction or behavior changes are observed, the parent(s) must be notified immediately. Communication to parents will be documented.
11. Parent/ guardian must review Medication Log three (3) times a year and must sign and date each time.
12. The medication forms and documentation will be monitored by both the grantee Health Services Manager and delegate health staff.
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. Staff members involved in the administration of medication will be sensitive to and aware of the confidentiality issues in carrying out this responsibility.

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