

Administration of Medication to Children

Policy

All federal and state regulations and licensing rules must be followed when staff give any type of medication to a Head Start child.

Procedure

- It is strongly recommended that medications are given to children by their own parent/guardian at home.
- Medication can only be transferred to staff by an adult, **never** by a child.
- Before any medication can be administered by staff to a child, a Permission to Administer Medication form must be completed and signed by the medical provider, parent, and designated staff person. A parent must confirm that at least one dose of the medication was previously given to the child and no adverse reaction was experienced before staff will accept and administer any medication.
- All medication must be kept in its original container and have a clear label with the child's name, medication, expiration date, and dosage instructions.
- Diaper rash products must be labeled with a child's name and used only for that child, according to manufacturer instructions unless written directions are provided by a licensed health provider.
- Rescue medications, such as inhalers and Epi-Pens, for emergency situations are carried by a staff person in a backpack or similar bag to be quickly accessible by a trained person but away from children.
- All other medications, including over-the-counter and non-prescription products, are kept in a secure location out of reach of children.
- Every time staff administer a dose of any medication to a child, it must be documented on the Medication Administration tab within the Head Start electronic tracking system. At least once each month, staff will contact the parents to inquire of any medication changes; this monthly review is also documented within the Medication Administration tab.
- Medicine cannot be given after an expiration date on the bottle. Any unused portions of medicines are given directly back to the parent/guardian for disposal, a Disposition of Medication form must be completed at this time.
- If a child has any unusual reaction to a medication, staff will document it Within the electronic tracking system event titled "Medication Administration Incident". These incidents will alert the Health Manager within 24 hours of the incident. Severe or life-threatening reactions warrant an immediate call to 9-1-1. Parents are notified of any reaction; staff assist families to communicate concerns about medications to the prescribing professional as needed.
- Time is allotted to review proper medication administration procedures at the All-Staff Training. It is also reviewed during new employee orientation. While any trained staff may administer the medication, it is the Lead Teacher's job to determine who will be primarily responsible.
- If a medication requires a health professional to administer, the Health Manager, Health Educator, and Disabilities and Mental Health Manager, when needed, work with the family, school district, and other applicable agencies to arrange for this service by the appropriate person, such as the school nurse or personal aide. In addition, any medication needing special training for correct administration, such as nebulizers or glucose testing, will be

arranged by the Health Manager and Health Educator for staff providing direct care to that child.

- Staff are encouraged to apply sunscreen throughout the year. Parent permission for staff to apply sunscreen is part of enrollment packets. Sunscreen is purchased by Head Start and applied and stored accordingly to manufacturer instructions found on the container. Each bottle can be used on multiple children.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22 and Minnesota Department of Human Services Child care Center Licensing Health Standards 9503.0140.

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