

## H-12 MEDICATION ADMINISTRATION POLICY

### **POLICY:**

1. If possible, medication schedules will be arranged so that medications will not need to be given during school hours.
2. Staff members will not be allowed to administer prescription or nonprescription medication to a child during school hours unless a Medication Administration Form for the specific medication has been properly completed and medication administration training has been completed.

### **PROCEDURE:**

1. The Family Advocate/Teacher/Child and Family Advocate will notify the Health Services Director (HSD) whenever a Head Start student is required to take a medication at school.
2. When a child is to take a prescription or nonprescription medication at school, the Family Advocate/CFA will send a Medication Administration Form to the child's attending health care provider directly or through parent/guardian. The parent will give medication until form is signed and returned. The Medication Administration Form is good for one year or the provider states the medication no longer needed on a given date.
3. The following information regarding the medication must be noted on the Medication Administration form.

Reason for the medication to be given  
Name of medication  
Dosage required  
Route of Medication  
Administration schedule  
Possible side effects of the medication  
Necessity of administering the medication at Head Start

4. After the health care provider's section has been completed and returned to Head Start, the parent/guardian will provide written consent for medication administration by signing the appropriate section of the form. Family Advocate/Teacher/CFA will put a copy of the completed form in the child's Health Record and send a copy to the HSD.
5. A Teacher/CFA will be designated to administer the medication.
6. The HSD will review the completed Medication Administration form. HSD will discuss any concerns regarding medication with Family Advocate/Teacher/CFA. If Teacher/CFA has any concerns regarding administration or side effects of the medication, the HSD should be contacted prior to starting administration of the medication. The Family Advocate/Teacher/CFA must review noted side effects prior to administering

medications. A copy of the Medication Administration form will be kept on file at the HSD office.

7. The parent will provide the medication in its original childproof container that is labeled with: the child's name, health care provider's name, name of medication, and dosage instructions.
8. The medication will be kept out of reach of children in a secured container clearly marked "Medication". If medication must be transported on the bus, the medication will be secured in the First Aid Kit/Blood Clean up Kit located in the front of the bus by the bus driver or monitor.
9. The designated Teacher/CFA will administer the medication according to dosing instructions.
10. After each medication administration, the Teacher/CFA will record the following information on the Medication Log: the child's name, the name of the medication; the date, time and route (oral) of administration and reactions.
11. The Teacher/CFA will sign his/her name in the appropriate space corresponding to each medication administration on the Medication Log.
12. The Teacher/CFA will observe for medication side effects and will report the occurrence of such side effects to the parent and HSD.
13. Whenever the medication is not administered within 30 minutes of the scheduled time, the Family Advocate/Teacher/CFA will notify the parent and the HSD. The Teacher/CFA will record the reason on the Medication Log. Parent/guardian must be notified daily of medications administered to their child including medication name, dosage, time administered.
14. The Medication Log and a COPY of the Medication Administration Form will be kept in or near the medication storage container and maintained in a confidential manner.
15. The original Medication Administration Form will be kept in the child's Health Record.
16. After the course of medication administration has been completed, the Medication Log will be placed in the child's Health Record. Any unused medication will be returned to the parent/guardian.

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