

## Medication Policy

Performance Standard: 1302.47(b)(7)(iv)

We request that parents administer any necessary medications to their children before or after Head Start/Early Head Start hours. On occasion, a child may require medication during class hours. When this is the case, the following procedure **MUST** be followed:

1. Parents must notify their child's teacher and the health & nutrition specialist that their child will need medication administered.
2. **Classrooms will give medication only with written permission from a parent or guardian (the Consent for Medication Administration form) to be administered according to written directions from the prescribing physician (Medical Fragile Release form and the Order for Prescribed Medication form).** In the case of non-prescription medication, written instructions must be provided by the parent or guardian. For the purpose of this requirement only, non-prescription medications include sunscreen, insect repellent and diaper creams or other over the counter medications. With written authorization from the child's parent or guardian, sunscreen and insect repellent may be shared. Diaper cream shall not be shared.
3. **All staff and children's medications must be labeled.** A classroom will keep all medications in a labeled cupboard inaccessible to children and will refrigerate medications when necessary. Staff will ensure non-prescription and prescription medications are in their original container in a plastic bag labeled with each child's name and when the medication was delivered.
4. A designated staff member will be responsible for giving medication to children. They will know where the child's file that contains the Consent for Medication Administration form, Medical Fragile Release form, and the Order for Prescribed Medication form is located.
5. The designated staff member will keep and sign a written record of the dosage, date and time a child is given medication on the Medication Monitoring form. **This information will be provided to the parent or guardian who will initial/date acknowledgment of information received on the day the medication is given.**
6. When the medication is no longer needed, it shall be returned to the parents or guardians or destroyed. The classroom shall not administer expired medication.

\*Steps 3-6 are adapted from New Mexico State Day Care Licensing Regulations (Section 8.16.2.26,2022).

**Safety precautions:** DACHS staff will be required to wear gloves, follow the Bloodborne Pathogens Exposure Control Plan, and adhere to Universal Precautions.