

**Youth Development, Inc.
Early/Head Start
Child Health and Safety**

Policy Number:

Effective Date: 02/12/00

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Agency Approval Date:

Feb. 12, 2000

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Governing Board

Approval Date:

COMPONENT: Child Health and Safety [(1304.22(c)]

SUBJECT: Administering prescription medication, Sun Screen with an SPF 30+ and Insect Repellant with DEET, as well as OTC (over the counter medications).

OPERATIONAL PROCEDURE: The only medication which may be administered in a Youth Development, Inc. Early/Head Start Center is medication prescribed by a physician, physician's assistant, or advanced practice registered nurse. This will include over the counter medication. Staff must have a written, dated, and signed request from a medical provider to administer both prescription and OTC medications or perform any medical procedures.

Parents are encouraged to administer all medication before or after school.

1. Medication must be brought into the center in its original bottle, with the original label, and physician's instructions. The medication prescription label must match the doctors' orders.
2. Staff can only administer medication, after a health meeting with the parent and appropriate staff is conducted. There also must be a completed and signed Administering Medication Form. A different form must be signed for each prescription, or OTC medication.
3. Staff should administer medications, or perform medical monitoring procedures, in a quiet area (when permitted) which allows for privacy of the child.
4. One staff member, preferably the teacher, will be in charge of administering medication to the child and a second staff member must witness and sign the Administering Medication Form/log verifying administration of the medication. Make sure the other children are being supervised by another adult and ratios are maintained.
5. Staff must wash their hands before administering medication. Staff must also verify the 5 R's, these include right patient, right dose, right route, right time, and right medication. Each time medication is administered, the staff member must log the date, time, and dosage administered. Staff will wash their hands after administering medications.

6. After medication is administered, staff will observe child for any allergic reactions for 30 minutes, and log any observations on the Request for Administration of Medication.
7. Medication will be kept in its original container, and locked in a medication lock box. It must be labeled with the child's name, date, instructions, and the name of the child's physician(s)/provider. If the medication requires refrigeration, it must be kept away from food in an additional closed and labeled container in the refrigerator or otherwise in a locked and labeled medication box/container. Locked medication boxes containing rescue medication should be readily available at all times and should accompany children requiring such medication at all times; including the classroom, outdoor play, and field trips. Locked medication boxes should not be double locked within another locking storage device, such as a locking cabinet or drawer during class time when children are present. Upon the end of the school day when no children are present, medication boxes containing medication should be stored in a locked location or storage unit and taken out daily during class sessions when children are present.
8. Medication may be transported on Head Start busses. All medication being transported on Head Start buses must be approved by the Health Manager. A health care plan and staff training must be completed prior to transporting medication. (See Transporting Medication Policy).
9. Medication must be returned to parents when it is no longer needed at the center, as it expires, or at the end of the school year.
10. If a child has an allergic reaction, staff will call 911, then the parents.
11. With regards to administering EPI-pens, inhalers, or any other types of rescue medications, refer to policies: Monitoring Children Diagnosed or Newly Diagnosed with Seizures, Monitoring Children Diagnosed or Newly Diagnosed with Asthma, Monitoring Children with Diagnosed Diabetes, and Monitoring Children Diagnosed or Newly Diagnosed with Food or Other Allergies.
12. If sunscreen, insect repellent, diaper rash ointment or any other over the counter medication is needed during the hours the child is in our care, a doctor's note must be on file prior to administering the medication. There must also be a current prescription label on bottle, and a release to administer medication form must be filled out and signed.
13. Staff will monitor the medications expiration monthly to make sure it is not expired. Parents will be given a courtesy call that the medication was administered as well as sign off on the Administering Medication form at the end of each day if/when any medication is administered.

I have reviewed, been trained, and fully understand the medication administration procedures. In the event that these policies are not adhered to, I understand that disciplinary action up to, and including termination, may occur.

Staff signature Date

Supervisor signature Date

PLEASE POST IN THE CLASSROOM

Original – Personnel file

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