**MEDICATION ADMINISTRATION**

**PURPOSE**

The Medication Policy and procedures have been developed to ensure the safe and appropriate administering of medication to children.

**POLICY**

Knottwood Montessori Daycare & OSC recognizes that the administering of medication is a serious responsibility that requires attention to detail and accurate recordkeeping as incorrect administration has potential health risks.

Medications, including over the counter medications will be administered when they are prescribed by a medical doctor.

Parents are required to properly document their requirements and staff must ensure this has been done before any medication is administered. The staff will maintain records of the details of medication that has been administered.

**PROCEDURE**

1. Medication must be given by the parent to the Director or person in charge at the centre.
2. The Director will provide the parent with the Medication Administration form. The parent must complete the parent section of the form including the child’s name, name of medication, dosage required, time to be administered, last dosage and time given prior to arrival at the daycare and the parent’s signature. Medication will be administered only if the form is completed.
3. Medications will not be administered on an “as needed” basis.
4. The Director will deliver the medication to the child care room along with the Medication Administration Form and ensure the staff is aware of their responsibility to administer the medication properly.
5. Medication must be in the original container and labelled with the child’s name, doctor’s name, name of medication, dosage and times to be taken. Over the counter medication must also be in the original container and must either be labelled with this information or a doctor’s written authorization may be provided.
6. Only staff members with valid first aid certificates will administer medication.
7. All medication, except emergency medications will be stored in a locked container inaccessible to children. Medication requiring refrigeration will be stored in the fridge. Emergency medications will be stored inaccessible to children where they can be accessed quickly by the staff.
8. Staff are required to wash their hands with soap and water or use hand sanitizer before administering medication.
9. The staff will record the medication administration details on the Medication Administration Form after administering medication and initial or sign.
10. Staff will observe the child for allergic reactions after administering medication.
11. Medications must be returned to families when the authorized administration period has ended.
12. All staff are informed of which (if any) children use emergency medications, where the medications are stored, and how to administer them if necessary.
13. The Director will ensure staff is trained in the proper administration of medications if necessary (e.g. epi-pens, inhalers).