

Tri-County Community Council, Inc.
Head Start/ Early Head Start

Part: 1302 Program Operations
Subpart: D Health Program Services
Section: 1302.47 Safety Practices
Subject: Administration of Medication

Policy:

To safely receive, handle, and administer prescribed medication.

Procedure:

1. An official Department of Children and Families medication form must be completed by the parent/guardian.
2. The form must be completed with clearly written directions. No oral instructions will be accepted. The time and amount of medication to be administered must be indicated on the Medication Authorization Form. Directions given must be the same as the directions on the medication label or the pharmacy label.
3. Medication must be in the original bottle from a pharmacy with the prescription name, number, date, doctor's name, and child's name and dosage to be given.
4. The medication will be left at the center with the original label on the container. Rescue medications will be kept by the teacher/caregiver and accessible to use in an emergency. All other medications will be kept and locked up in the kitchen.
5. No over-the-counter medication will be given without an official doctor's note.
6. Medication will be administered by a staff member that has completed the medication administration training. That person will be responsible for documenting the amount, date, and time that the medication was given, as well as initialing the form when the appropriate information is recorded. Any changes to the child's behavior will be documented and shared with the Health Services Coordinator and parent. The 5 rights will be followed by the designated staff member. The child receiving the medication will be the only child in the area when the medication is being administered.
7. All medication must be counted, or amount noted on the medication receipt form. The form must be signed in/out by the parent/guardian, staff member receiving or returning medication, and witnessed by a third party. The 5 rights will be posted on the outside of the medication logbook and the definitions of the 5 rights will be included inside the medication logbook.
8. The Health Services Coordinator and the Center Director have the right to question and investigate the use of medication in the centers. All medication names will be submitted

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to the Health Services Coordinator. The Health Services Coordinator will then send the side effects to the site where the medication is being administered.

9. The parent/guardian is responsible for the cost of all medication. Head Start/ Early Head Start does not buy any medication.
10. All medications are locked in either a refrigerated lockbox or a locked box for medication stored out of sight and reach of children.