

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
 Medication Policy

Administering Medicines to Students:

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication signed by the parent/guardian. Parents/guardians who authorize any medication to be administered will use form 3-8a, the medication permit and log. Staff will document the authorized request in the child's file. If the parent does not provide the required information, Head Start personnel will notify the parent/guardian on the day the request to administer has been received, that medication will not be administered until all requirements have been met. The medication permit and log, form 3-8a, will be kept with the medication for staff to log medication administered. At the end of the designated medication administration period, the medication permit and log will be placed in the child's health file. In case of an emergency Head Start staff will call 911 and then notify parent/ guardian.

Required for prescription medication:

1. Written permission signed and dated by the parent/guardian on Form 3-8a;
2. Medication provided in an original, child-resistant container;
3. Container clearly labeled by a pharmacist, with the child's first and last names, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication's expiration date, the dosage, frequency, method of administration to be used, duration of administration and instructions for storage and disposal. *(Written prescription instructions can be sent to Head Start by a licensed Healthcare practitioner, or can be on a prescription label with all required documentation noted above, or can be faxed to the facility by a pharmacy with all the required information provided.)*

Required for non-prescription over-the-counter medication:

1. Written permission signed and dated by the parent/guardian and health care provider with instructions on Form 3-8a;
2. Original container clearly labeled with student's first and last name *(parents/guardians may be asked to provide the medication to Head Start in a child-resistant container);*
3. Medications will require written instructions by a health care provider with the name of the health care provider who recommended the medication for the child;
4. Medications administered "as needed" ("PRN" medications) must have specific directions for administration, including minimum time between doses, maximum number of doses, and criteria for administration. Center manager will contact the child's health provider prior to administration of PRN medication to determine if delegation of the medication is required.

Administration – Each time a medication is administered during program hours, a record noting date, time, refrigeration temperature (if applicable), amount of medication given

and the name of person administering each dose of medication shall be made on the medication permit and log, form 3-8a. Form 3-8a will be kept with the medicine under lock and key until completed and then put into the child's health file. Changes in a child's behavior, or physical symptoms, will be communicated to the parent and/or health care provider. Special circumstances, such as spills, responses, reactions, and refusals to take medication will be noted on the child's medication permit and log, form 3-8a. If there are consistent administration problems, an experienced health professional should be consulted. Parents will be notified if a student refuses medication, or if there is any difficulty in administering medication. Notification will be made the day of the student's refusal.

Disposal – Always return the empty bottle or container to the parent/guardian. Remaining medication following the course of treatment or at the end of the school year will be returned to the parent/guardian. Return or disposal of any medication must be done in the presence of another school staff member and documented on the student medication permit, form 3-8a. If the parent/guardian cannot be located, medication will be disposed of at an approved medication disposal site documenting as stated above.

Designated individual to administer medication – Child medications are handled by designated staff, selected and trained in administration of the medication. The most qualified person should administer the medication. A back-up staff member will be designated and kept informed of all current procedures. If State law requires that an individual be licensed to administer medication, a reasonable accommodation to obtain the services of a nurse or a nurse practitioner for this purpose will be instituted. Parents/guardians may administer medication to their own child during the Head Start day.

Storage and inaccessibility to children – All medication of any kind, including those required for staff and volunteers, will be kept under lock and key, away from food, and stored in sturdy, child-resistant, closed containers that are both inaccessible to children and prevent spillage. If medication requires refrigeration, a small lock box designated for storing medication may be kept in the refrigerator. All staff medication, prescription and non-prescription, will be clearly labeled with first and last names, kept in the original container and will be locked and stored separate from children's medication.

Expiration dates – Medication should not be used beyond the date of expiration on the container, or beyond the expiration of the instructions provided by the health care provider. Instructions that state the medication may be used "whenever needed" ("PRN" medications) should be reviewed annually by the health care provider.

Transportation – Efforts should be made to minimize the transportation of medication. If, however, medication does need to be transported, staff ensures that there are measures to keep it temperature-controlled, if necessary, and that there is a responsible adult in charge of the medication.

Sharps disposal: If there is a child who needs injections while in the classroom (insulin, severe allergic reactions, for example) the classroom shall have an approved sharps disposal

container available at all times and all needles or other sharp instruments will be disposed of in this container.

All needles, lancets, and syringes (also referred to as sharps) are considered hazardous waste and must be disposed of properly. Collect sharps in an approved sharps container.

According to state law, approved sharps containers are rigid, leak-proof, puncture resistant, sealed and clearly marked with the bio-hazard symbol. Containers such as milk jugs and coffee cans are not considered safe for sharps storage.

Do not place sharps into your garbage can or recycling container - they pose a risk to workers collecting or sorting the materials. Contact your local pharmacy or health care clinic to arrange for disposal OR information on disposal in your community.

Head Start Performance Standard Reference: 45 CFR 1308.18, 1304.22, 1304.52, 1304.53