



## The Lee Wiggins Childcare Centre MEDICATION PROCEDURE

### Steps

1. Medication must be prescribed by doctor
2. Medication must have the child's name, dose, date, frequency
3. Determine if it is to be refrigerated or not, lock in proper box
4. Parent must fill out medication authorization form
5. Staff make note of medication in log book
6. Staff must write medication notice on chalkboard. Include name, date, time, dose and a checkbox for once administered to child
7. Staff then make a sticker for the child's shirt and apply
8. Once given by an ECE, check off on rub board, take sticker off child, sign medication book, make note in log that it was given and by whom.

Whenever possible, parents should administer all medication at home. If necessary, parents will bring prescription medication only.

When a parent initially brings a drug or medication, a medication authorization form must be completed and signed by a parent and staff in charge. This authorization is then placed in the medication binder.

Staff must check medication(s):

- a. Is in original container
- b. Has child's name
- c. Dosage
- d. Date of purchase
- e. Expiry date
- f. Instructions for storage
- g. Instructions for administration

The form must be reviewed daily during the administration of the medication. Parents must initial any changes to the medication authorization form. The childcare will not administer injectable drugs with the exception of EpiPens.

Only a RECE staff may administer any medications. They will ensure:

1. They have the right child
2. Have the correct medication for that child
3. The RECE will check that instructions for dosage
4. How the medication is to be administered (i.e., mouth, ear, eye, etc.)
5. That they watch the child after medication has been administered for any reaction.
6. They will sign the medication sheet

Once the child's medication is finished, records will be kept for 2 years.

**Revised July 2016**