

## **Guidelines for Administering Medication**

We will only give medication after written consent has been given by the child's parent(s).

All medication must be kept in a secured area that is inaccessible to the children. Non – prescription medication should be stored in a labeled container with a child - proof cap. We will not accept it in any other form.

Any prescription medication for a child must be prescribed for that child. Prescription medication **MUST BE** stored in its original container which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, and directions for its administration.

Unused medication will be returned to the parent when no longer being administered.

Non – prescription, over – the – counter medication may only be given according to the directions on the label. Check the recommended dosage for the age and weight of the child, as well as the time interval between doses. You may give antihistamines/decongestants, cough suppressants, acetaminophen (aspirin substitutes), or topical (skin) ointments with a note from the child's parent. Other types of non – prescription medication may only be given with a doctor's note, as they have harmful side effects. It is especially important not to give aspirin unless a doctor orders it, because it is associated with a life – threatening illness called Reye's syndrome. If a child shows any side effects of medication, report them to the parent.

When giving medication, follow directions carefully. Use a medicine spoon with marked amounts, not an ordinary teaspoon, for giving liquid medication. Do not give food, juice, soda, or anything except water with the medicine unless the directions call for it. Watch the child to be sure the medication has been swallowed, and be sure to put the container out of reach right away.

You must record the following on the medication consent form that was signed by the parent:

The child's name and parental authorization;

The name of the medication;

The instructions for administering the medication, including the dosage and frequency;

The time and by whom the medication was administered to the child; and

Any adverse effect the medication may have on the child.

Do not take medication of your own in front of children, as they may try to imitate you. Don't refer to medication as "candy" and don't give or threaten to give medication as a punishment. Help the children understand that medicine is helpful and important, but it must be treated with care.