

Medication Forms and Storage Policy & Procedure

Policy

We must have written permission from a parent prior to administering or applying medication (prescription, nonprescription and topical) to children. Medications will be labeled as required and kept out of reach of children.

Procedure

Completing Medication Forms

1. For prescription medication and nonprescription medication (i.e. cough syrup, fever reducer, teething medication, Epi-Pen, inhaler) parents must complete a BCAL-1243 Medication Form.

- A separate form is required for each medication for each child.
- All sections under the header “to be completed by parent” must be completed (i.e. no blank sections).
- If a nonprescription medication indicates that a physician should be consulted for dosage, written instructions must be obtained from the physician before administering the medication. This must be attached to the BCAL-1243 medication form. Written instructions from the physician must be obtained every three (3) months to ensure the dosage is still applicable for the child’s age and weight.
- An interruption in medication will require a new form.
- The form must be reviewed by the parent every three (3) months if the medication is ongoing.
- Forms for medications that are discontinued or expired must be filed in the applicable child’s file.

2. For topical nonprescription (i.e. sunscreen, toothpaste, bug spray, diaper cream) parents must complete the applicable medication form. This is typically done during enrollment.

- The forms must be completed annually.

Storing Medication and Forms

1. All non-emergency prescription and nonprescription medications (i.e. cough syrup, fever reducer, teething medication) must be stored in the office out of reach of children. Medication Permission Forms are kept in the classroom until the medication prescription expires.

- Medications must be in their original container and labeled with the child’s first and last name.
- Prescription medications must have the pharmacy label.
- Medication dosage cups and/or syringes must be labeled with the child’s first and last name.

2. All topical nonprescription medications must be stored in the applicable classroom.

- Must be labeled with the child’s first and last name (when applicable).
- Diaper creams may be stored in the classroom restroom in a storage bin or in the children’s diaper cubbies. Diaper creams must be stored out of reach of children.
- Parents must complete the Topical Ointment Form located on Company Shared Forms.
- This form allows for the use of sunscreen, diaper cream, insect repellent, and teething gel. These items are to be provided by the parents. Triple Antibiotic Ointment can be provided by the center for first aid.

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3. All emergency prescription medications (i.e. Epi-Pen, inhaler) must be stored in the applicable Classroom Emergency Bag.
 - Medications must be in their original container and labeled with the child's first and last name.
 - Prescription medications must have the pharmacy label.
4. Medication Permission forms must be stored in the classroom medication folder and **that form is the only one that is updated with dosing**. A copy of the Medication Permission Form may be kept the office with the medication for informative purposes only.
5. Medications that require refrigeration must be stored in the kitchen refrigerator.
 - Medications must be in their original container and labeled with the child's first and last name.
 - Prescription medications must have the pharmacy label.
6. Medications must be sent home or destroyed when the parent determines it is no longer needed or it has expired. Parents should be encouraged to take home medications that have not been used in the last 30 days.