



ADMINISTRATION, HANDLING AND STORAGE OF MEDICATION



Prescription and non-prescription medications will be administered by MAT trained staff in the classroom only when ordered by a physician or Nurse Practitioner. The Health Provider must complete the Medication Administration consent form before any medication is given by the Teacher/Assistant. The parent also signs this consent form, which gives the teacher/assistant permission to administer the medication. Prescription medications must be in the original, child-resistant container with a Pharmacist's label showing the Child's Name, Name of the Medication, Date the Prescription was filled, Name of Health Care Provider who wrote the Prescription, Medication Expiration Date and the administration, storage, and disposal instructions. Non-Prescription Medications will be administered when recommended by a Health Care Provider. Parents will provide instructions and information on a label including the child's first and last name, instructions for administration and storage and Health Care Provider who recommended the medication. If a medication is ordered PRN (as needed) it will have specific directions for administration including maximum number of doses.

Medication will be stored in a lock box designated for medication storage. Medication will be refrigerated as indicated and kept away from food. Medication expiration dates will be checked prior to administration and no medication administered when it has expired. When medications expire, the parents will be notified...

When any medication is given, it will be documented on the Medication Log Form. This form includes the child's name, amount of medication given, the time, date of administration, and the name of staff giving medication, any adverse reactions and actions related to medical error. Any reactions will be reported to the parent and health care provider. Parents are encouraged to give the first dose of any medication at home so reactions can be observed. If giving the first dose in the center cannot be avoided, the teacher/assistant will observe the child for signs of reaction and report any reaction to the parents and health care provider. If the child has a severe reaction, the emergency medical system will be notified.

The Teacher/Assistant will attend a Medication Administration Training conducted by a Registered Nurse and licensed to teach MAT. Staff will be recertified every three years. This training will focus on appropriate techniques for Medication Administration. If MAT trained staff are absent from the center, the substitute will call the Health Service office and they will be responsible to go and give medication that day. Health Service office should receive all Medication Logs each month and permission to give medication as soon as it occurs.