**KIDS KORNER EARLY LEARNING CENTER , L.L.C.**

**MEDICATION POLICY**

1. Medication or medical procedures to be provided on an as needed basis or maintenance prescription shall be updated as changes occur, or at least every three months by the parent.
2. All medication sent to the center shall be in its original container, shall have an expiration date, and shall be clearly labeled with the child’s name to ensure that medication is for individual use only.
3. Center staff shall administer no medication of any type, prescription, non-prescription, and special medical procedures unless authorized in writing by the parent. Authorization Forms shall include the following
	* Child’s name
	* Name of the medication
	* Date(s) to be administered
	* Route
	* Dosage
	* Time to be administered
	* Special instructions, if applicable
	* Side effects
	* Signature of parent and date of signature
	* Circumstances for administering “as needed” medication

1. Medication shall not be administered to any child in childcare if not prescribed or recommended by a licensed health care provider. ( Doctor/Physician, Dentist, Nurse-Practitioner)
2. OTC (over the counter) medication authorization shall include:
	* Child’s name
	* Name of the medication
	* Written instruction received from physician
	* Physician name, business address, telephone number
	* Route
	* Dosage
	* Directions for storage
	* Written statements of the desired effect, side effects, and specific instructions.
	* Signature of parent and date.

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**MEDICATION POLICY (continued)**

VI. OTC Containers shall:

* + Be dated and kept in original container
	+ Contain child’s first and last name
	+ Not be expired
	+ Have legible instructions for administration, storage, and disposal
	+ Name of health care provider who made the recommendation.

VII. Prescription medication contains shall include:

* + Child’s first and last name
	+ Date the prescription was filled
	+ Name of Physician
	+ Medication expiration date
	+ Specific instruction for administration, storage, and disposal
1. Medication administration records shall be maintained verifying that the medication was given according to parent’s authorization, which includes:
	* Date
	* Time
	* Dosage administered
	* Signature (not initials) of staff member who gave the medication
	* Phone contact (date and time) with parents prior to giving “as needed” medication.
2. Medication with instructions such as “as needed” or PRN shall be accompanied by a clear written explanation defining when the medication is to be administered.
3. When parents administer medication to their own children on the child care premises, the following information shall be documented:
	* Date
	* Child’s name
	* Time administered
	* Medication name
	* Dosage administered
	* Name or person administering medication

XI Kids Korner Early Learning Center, L.L.C. shall not apply topical ointments/ sprays/ creams {i.e. sunscreen, insect repellants, and diaper rash ointment, etc.} without a written one-time authorization signed and dated from the parent, unless changes occur.