

# Medication Administration Policy and Procedure

Lilliput Land Cooperative Nursery School

Reviewed October 2016

## Purpose of the Policy

To provide clear guidelines around safe storage and administration of medication by Lilliput Land teachers to children in the school.

## Medication Tracking Procedures

- Lilliput Land staff will only administer medications that are life saving (ex. epipens, inhalers, antihistamines) or included in a child's emergency medical plan (ex. Tylenol for a child who experiences febrile seizures). If a child has been prescribed medication, parents are requested to administer the dosage before coming to school.
- The Supervisor or her designate is in charge of all drugs and medications
- All medications will be stored in accordance with the instructions for storage on the label, administered in accordance with the instructions on the label and only with written authorization for the administration by the parent of the child.
- Medications will be inaccessible to children and kept in a locked container with the exception of life-saving medications such as epipens which can be carried on a staff member in a zippered pouch.
- Medications will be administered to a child only from the original container as supplied by a pharmacist. The package should be clearly labeled with the child's name, the name of the medication, the dosage of the medication, the date of purchase and instructions for storage and administration
- It is the responsibility of the parent to give the medication to the teacher as well as retrieve it from the teacher (when necessary).
- A Consent for the Administration of Prescribed Medication form must be signed by the parent, specifying the following:
  - Name of child
  - Name of medicine
  - Dosage
  - Start and stop dates
  - Time interval that medication is to be given/applied
  - Permission to contact dispensing pharmacist
  - Pharmacist name and phone number
  - Permission to contact physician
  - Physician name and phone number
  - Special instructions
  - Reactions to stop medication
  - Side effect

Any administration of medication must be noted on the Record of the Administration of Prescribed Medication form, recording the child's name, date, medication and dosage given, time given and person administering the medication or preparation

- A child is never to be told that medication is candy
- Leftover medication will be returned to the parent

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- The parent and/or physician will be notified on any error in the medication.

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Medications will be prepared and given in a quiet place, away from activity areas. The following steps will be followed when giving medications.

1. Check the administration of prescribed and non-prescribed medication chart to ensure medication was not already given
2. Wash hands thoroughly.
3. Prepare all supplies. Set out medication, measuring equipment, and drinks the child will take after the medication, and tissues to apply and /or wipe off old or excess medication.
4. If the medication is a liquid a proper measuring spoon, syringe dropper or cup will be used (provided by the parents).
5. Read instructions on bottle or label.
6. Before giving each dose, check the five rights:
  - a) The right medication
  - b) The right child
  - c) The right dose
  - d) The right time
  - e) The right route of administration (e.g. by mouth, injection etc.)
7. Check the expiry date
8. Compare the medication label with the information on the administration of prescribed and non-prescribed medications.
9. Read the medication label three times:
  - a) When the medication is removed from the storage space
  - b) Before the medication is poured from the container
  - c) After the medication is poured and returned to the storage space.
10. Put the medication container away. Wash hands thoroughly.
11. Give the child the medication.
12. Record the date and time and initials on the administration of prescribed and non-prescribed medication chart.
13. Clean and sanitize the spoon, dropper or cup that was used. Allow to air-dry. Wash hands thoroughly.

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