

**CENTRAL EGLINTON CHILDREN'S CENTRE
MEDICATION POLICY**

Date Policy and Procedures Established: July 26, 2022


Date Policy and Procedures Updated: February 27, 2024

MEDICATION WILL BE DISPENSED ONLY WHEN IT MEETS THE FOLLOWING CRITERIA:

A written procedure, signed by a medical practitioner (Doctor or Nurse), that outlines how to administer drugs or medication is attached to this policy. Please see anaphylaxis policy for administration of EPI Pens.

- 1 Parents will be encouraged to administer the first dose.
- 2 Medication must be in its original container with a pharmacist's label.
- 3 Non-Prescription medication i.e. Antihistamine must be accompanied by a doctor's note. Non-prescription medication will only be given with written consent, including directions on how to administer, from the child's doctor.
 - Pharmacist's Label/Doctor's note must include:
 - Child's Name
 - Doctor's Name and Address
 - Name of Medication
 - Dosage
 - Time to Administer.
 - Method of Administration
 - Side Effects
 - Storage – fridge, locked box, red pouch
 - Expiry Date
 - Parent(s) Signature
 - Doctor's Signature when applicable
- 4 If a piece of equipment i.e., a nebulizer is required to deliver the medication, a parent/guardian must train the staff on its use.
- 5 Medication will be kept in locked boxes in the refrigerator or a cupboard; any life-saving medication i.e., EPI Pens, asthma medication, will be kept in a pouch inside the front pouch of the emergency backpack.
- 6 A child's parent or guardian must sign an administration permission form that gives CECC authorization to dispense medication to their child, and complete the form according to the child's doctor's prescription/written procedure.
- 7 If a parent provides a written, self-administered medication permission form, signed by the child's doctor, CECC may permit their child to carry asthma or emergency allergy medication. The signed permission form will be stored in the child's file. A copy will be put in the emergency binder.
- 8 If a child must have medication such as antibiotics etc. during CECC hours of operation, the name of the child, the child's classroom, the name of the medication, the dosage and time of administration will be recorded in the daily log. Unused medication will be returned to the family.
- 9 An educator or designate will administer the medication to the child.

They will:

 - Record the time and date of administration.
 - Record the dosage.
 - Sign the administration permission form.
- 10 CECC's Certified Health and Safety Rep. will check the medication boxes each month for expired medication. Expired medication will be returned to parents/guardians.
- 11 If the child has one or more EPI Pens, one will be stored in the pouch inside the front pocket of the emergency backpack. Any additional pens will be stored in a basket in the classroom cupboard above the sink. The cupboard is clearly marked with a red cross 

12 EPI pens and other lifesaving medication will be taken on field trips and stored in the pouch, in the front of the emergency backpack.

