

Central Eglinton Children's Centre

MEDICATION ADMINISTRATION GUIDELINES

Medication will be dispensed as follows:

Parents/Guardians must complete the medication form, which must include:

- Name of child
- Name of medication
- Dosage of medication
- Time of day to be administered.
- Side effects
- Storage of Medication (fridge, locked box etc.)
- Signature of child's parent/guardian

If a piece of equipment, i.e., a nebulizer, is required to deliver the medication, a parent/guardian must annually, or if the treatment changes, train a designated staff, CECC's Director/Health and Safety Representative, on its use.

Confirmation - Staff will:

- If possible, CECC will not administer the 1st dose of non-life saving medication, e.g., antibiotics.
- Check that the medication is in its original container with a pharmacist's label, or an attached doctor's note.
- Check that the type of medication matches the one listed on the administration form, signed by parents.
- Check the dosage and method of administration matches those on the prescription label and the signed medication administration form.
- Check expiry date. If the medication has expired staff will not administer it and will notify parent/guardian ASAP.

Administration Procedure – staff will:

- Designate an area to administer medication that is safe and private.
- Confirm that the name on the medication matches the child to whom it is being administered, ask for verbal confirmation if possible.
- Wash Hands
- Administer all medications in accordance with pharmacy directive on the LABELLED container.
Note: If there is no label/no name/no directive or if the label does not match the name of the prescription medication that the parents have written on the medication sheet, staff will NOT ADMINISTER the medication
- Return medication to a locked medication box, in the cupboard/fridge.
- Rinse spoon, syringe etc.
- Wash hands
- Sign the administration of medication form.

If a parent is unable to administer the first dose, and CECC has to give it for the first time, the child will be required to remain in the designated area for 20 minutes after administration (CECC's office or close to the person administering the medication).

Note: allergic reaction usually takes place in the first 20 minutes post administration. If a child reacts to medication, please refer to CECC's "Management of Life-Threatening Allergies." If no reaction to medication occurs, they will not need to stay in the designated area on subsequent administrations.

- CECC staff will ensure the medication is returned to the family at the end of the day or at the end of the treatment.
- CECC will return all expired or unused medication to the child's parent/guardian.
- Only medications for life-threatening illnesses will be taken on excursions.
- Non-prescription medication may only be given with a doctor's order, with specific instruction as to dose and when to administer.
- Children will only carry medication with a doctor's order and parental permission. Parents/guardians and the child's doctor will sign a permission form.
- If the instructions on the medication are "as needed," and the treatment is for a chronic condition such as asthma, staff will administer the medication as per the prescription and will sign the medication administration form. Parents will be contacted immediately after the administration.

Name of Medical Practitioner (Please Print)

Signature

Date

