

Administration of Medications

1. Any medication (prescription and over-the-counter medication) must be in a labeled bottle and, if prescription medication, in a prescription bottle with the doctor's name and the name of the pharmacy. The label must include the name and strength of the medication as well as directions on administering and storing the medication. Note: We cannot accept prescriptions that are expired.
2. Staff will not administer any medication without a signed parent permission form and in the case of a prescription, authorization from the child's physician.
3. A medication log must be kept regarding the dispensing of medication to children. The medication log needs to contain the following information:
 - The child's name (first and last)
 - The name of the medication
 - The dosage given
 - The date and time given
 - The full name of the staff person who administered the medication
4. If a parent has requested that a medication be given (assuming all required documentation is on file) and it was **not** administered, the child's care giver must write the reason on the medication log.
5. Medication logs are to be kept for a minimum of one year.
6. All medications are to be stored in the original container and kept in a locked cabinet.
7. Medications requiring refrigeration must be stored in a tightly lidded, washable container marked "medication" in a refrigerator.
8. When a medication is no longer needed, it should be returned to the parent or destroyed.
9. Child care staff who administer care to children requiring special medical procedures must be trained in the specific procedure and guided in writing by the prescribing health care provider.

Five Right Practices of Medication Administration

- **The RIGHT child**
- **The RIGHT medication**
- **The RIGHT dosage**
- **At the RIGHT time**
- **By the RIGHT method**

