

## CHAPTER FOUR: HEALTH AND MEDICAL SUPERVISION

Health and Medical Supervision	Administration of Drugs and Medication
Revised: January 15, 2017 Reviewed: October 2020 Revised: May 2023 (effective Sept 2023)	Policy Number: 4.12 (replaces policy 1.8)

### **Policy**

North Hastings Children's Services agrees upon the administration of medication in accordance with written instruction.

### **Procedures**

North Hastings Children's Services shall ensure that medication administration of any prescribed or non-prescribed drug or medication to an enrolled child is carried out by the head RECE staff in accordance with written instruction from child's parent and accurate records are kept for each administration.

All drugs and medication on premises program are to be:

1. Stored in accordance with instructions to storage on the label.
2. Administered in accordance with the instructions on label.
3. Inaccessible at all times to children
4. Medication should be kept in a locked container. Emergency medication should be kept inaccessible to children.
5. Head RECE in each child care location is in charge of all drugs and medication. Medications are dealt with by the designated person in accordance with the stated procedures. Should a child have a medical need/anaphylaxis requirement for any type of medication (inhaler, Epi-pen, the medication has to remain on site.
6. A drug or medication is administered to a child only where a parent of the child gives written authorization administered of the drug or medication. This written authorization must include a schedule outlining the times the drug or medication is to be administered. If medication is to be administered on an "as needed" basis, the written instructions must clearly indicate the situations under which the medication is to be given. This could include the physical symptoms that must be present, the behavior the child must be exhibiting or the child's temperature.
7. The drug or medication is administered to a child only from the original container. The container or package must be clearly labeled with child's name, the name of drug or medication, the date of purchase and instructions for storage and administration.
8. Medication must not be kept in child's bag (danger to other children)

Head RECE is responsible for ensuring:

1. Any medication found in the child's belongings that has not been provided to the RECE with appropriate forms or authorization, is to be put in a locked medication Box and the parents called immediately to advice of the policy.
2. Make sure medication is in original container.
3. Make sure that parent has completed and signed an Administration of Medication form.
4. For prescriptions medicine - make sure that there is a container for each child and a medication form for each medication.
5. Check form and medication for accuracy e.g. Expiry date, doctor's name, number, times of admin and amount.
6. Label non-prescription medication with child's full name if not already on the container.
7. Put in appropriate medication box and note in daily journal.
8. Post medication on the child's medication record and file in the child's complete file when medication is complete.
9. If there is any change in time of administration, you need a new form to be filled out.
10. Any child with ongoing medical problems requiring prescribed medication needs their form updated every 6 months.
11. The head RECE of each program will be responsible for checking drug and medication boxes on a monthly basis for any unused or any updating of drugs or medication that may be required.
12. Leftover medication or surplus medication should be returned in the original container to a parent of the child or discarded with parental permission.

**\*Any accidental administration of medication (e.g medication administered to the wrong child or error in dosage given) should be recorded and reported to the Child care Coordinator and/or the Executive Director, who should then notify a parent of the child and report the medication error as a Serious occurrence in CCLS.\***

**CALL POSION CONTROL is necessary at 1-800-267-1373**

The Coordinator shall ensure that these policies and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or a procedure.

