MEDICATION ADMINISTRATION POLICY			
Manual:	Child Care Centres	POLICY #:	**1.10**
Source:	*CCEYA s.40; AQI*	Section:	Health & Safety
Replaces Policy Dated:	April 29, 2019	Approval/Revision Date:	August 21, 2019

Network's *Medication Administration Policy* has been developed in consultation with a public health nurse practitioner, and in accordance with the requirements of the *Child Care and Early Years Act, 2014 (CCEYA)* and Toronto Children's Services, *Operating Criteria.*

POLICY

Network's child care staff members shall follow the *Medication Administration Guidelines and Procedures* below for the administration of medication to all children enrolled in the child care program.

GUIDELINES

1. Medication may only be administered to a child enrolled in child care program if:
   a) the medication is prescribed by a doctor or naturopath, or, in the case of non-prescription medication, it is accompanied by a written schedule and instructions from the parent/guardian including the time the medication is to be given and the amount to be administered to the child;
   b) the medication is in its original package or as supplied by a pharmacist with the following information on the label:
      - the child's name;
      - the name of drug or medication;
      - the amount/dosage of drug or medication to be given;
      - date of purchase;
      - expiration date (if any);
      - instructions for storage (if any).
2. Medication may only be administered to a child enrolled in the child care program if the parents/guardians have given signed permission on Network's ***Permission to Administer Medication Form***, for of each separate medication to be administered. The *Permission to Administer Medication Form* must include a written schedule that sets out the times and dosage amount that each medication is required to be given to the child.
3. One Registered Early Childhood Educator (RECE) from the child care centre shall be designated for the handling and administration of all medication in the child care centre.

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4. Written consent and administering instructions for on-going medications for chronic conditions such as asthma or allergies, shall be reviewed monthly by the child care staff members.

"As needed" Medication

If medication is to be administered on an "as needed" basis, the written instruction must clearly indicate the situation under which the medication should be given. For example, this could include the physical symptoms that must be present, the behaviour that the child may be exhibiting or the child's temperature.

Emergency Medication (Asthma or Allergy Medication)

1. A child enrolled in the child care program may be allowed to carry their own asthma or emergency allergy medication (inhaler or Epi-pen) or administer their own emergency medication when all of the above conditions are met AND:
    - A written statement from the child's parent/guardian or doctor is obtained, indicating that the child is capable of self-medication without assistance;
    - The child's medications and supplies are inaccessible to other children in the child care centre;
    - The RECE observes and records documentation of self-administered medications.
    - Emergency medication may be stored in a location that is accessible to the designated child and staff.

PROCEDURES FOR ADMINISTERING MEDICATION

The designated RECE shall follow the procedures below when administering medication:

1. Compare the completed *Consent to Administer Medication Form* and the *Dispensing Record* with the medication label, and check for name of medication, amount, times, and all written instructions. ***Always read the label carefully before giving medication;*** bottles often look the same.

    Contact the child's parent/guardian if there any questions about the medication or its use.

2. Take the child to a quiet, well-lit area away from other children, to administer the medication.
3. Follow proper hand washing procedures before handling the medication.
4. To control errors, the following five items (known as "The Five R's") shall be checked before each time medication is given:
    - **R**ight Child
    - **R**ight Medication

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- **R**ight Time
- **R**ight Dosage
- **R**ight Route (i.e. by mouth, ear, nose)

5. Medication must be administered as it instructed on the prescription label. Medication shall not be added the child's bottle or food, unless written instructions are obtained from the parent/guardian.
6. After administering the medication complete the Dispensing *Record.* (See "Documentation" below).
7. Follow proper hand washing procedures after the medication has been administered.
8. Return the medication to the locked cabinet or box. Emergency medication, such as Epi-pens may be stored in a place that is accessible to designated children and staff.
9. Observe the child for side effects of medication and document any observations on the *Permission to Administer Medication form*. If any side effects or allergic reaction occurs, immediately contact the child's parent/guardian. If a severe side effect or allergic reactions occurs call 9-1-1.
10. Accompany the child back to his/her group.

ERROR IN GIVING MEDICATION

1. If accidental overdose or the wrong medication is given to the child, the RECE will immediately call Poison Control at 1-800-268-9017, and notify the Site Supervisor.
2. The Site Supervisor shall ensure the child's parent/guardian is notified.
3. The Site Supervisor shall report the incident as a serious occurrence following Network's Serious Occurrence Policy and Reporting Procedures.
4. In the event that medication was not administered or not given at the required time, an explanation shall be recorded on the "Dispensing Record". If the child was absent, indicate on the child's absence on the Dispensing Record.

Documentation

1. Once the medication has been administered to the child, complete the "Dispensing Record" portion on the Permission to Administer Medication form. Document the time, date, dosage, any observed side effects, and will sign each time a medication is given. Failure to provide medication at the prescribed time as requested by the physician or parent/guardian shall also be noted on the Dispensing Record.
2. Document the date the medication was discontinued/completed.
3. The signed Permission to Administer Medication form and completed Dispensing Record shall be kept in the child's file for at least three (3) years, following the discontinuation of medication.

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Storage of Medication

1. All medication must be kept stored;
    - According to the instructions for storage on the label, if any;
    - In a locked container, inaccessible to children at all times;
    - In a sanitary and orderly manner;
    - Separate from staff medication;
    - At temperatures specified on the label.

2. Left over medication shall promptly be returned to the parent/guardian, in its original container.

POLICY REVIEW

Network's *Medication Administration Policy* shall be reviewed by all child care staff members before they begin their employment, and at least annually thereafter or whenever there has been a change to the policy.

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