

Chappell Child Development Centers Medication Policy

Sometimes children may need medication while they are in our care and we request that parents make arrangements to administer it themselves. Chappell will not administer any prescription or over-the-counter medication, with the exception of nebulizer treatments, bronchial inhalers, EpiPen injectors, diaper rash cream, sunscreen, and bug repellent.

For Chappell to administer the bronchial inhalers, EpiPen injectors, diaper rash cream, sunscreen, and bug repellent, and medication for nebulizer treatments, these unexpired medications must be brought into the center in its original container and packaging with the following conditions:

- The manufacturer's printed side effect brochure must be provided with the medication.
- The date, child's name, name of the physician, medication name, and medication directions must be printed on the pharmacy's label of a prescription medication.
- The child's name must be written on the over-the-counter (OTC) medications, and the exact dosage and frequency administration must be printed on the container and packaging. If the exact dosage and frequency administration for a particular age group is not printed on the container and packaging, a doctor's note that provides this information is required.
- The parent or guardian must complete an Authorization for Prescription and Non-Prescription Medication form.

Procedures for administering and storing medications:

- An authorized staff member of the center must verify that all Chappell requirements have been met: original medication packaging (check expiration date as well), manufacturer's side effects brochure, signed authorization for, etc.
- An authorized and designated staff member of the center who administers the medication must initial the form after recording the date, time, and the amount of dosage given.
- Unless in the capacity of an authorized staff member of the center's administration team, childcare personnel are not permitted to accept medication from a parent.
- Medication of any type may not be kept in a child's backpack or cubby.
- All non-refrigerated medications must be kept inaccessible to children in a locked container or cabinet in the Director's Care.
- Medications that require refrigeration shall be stored in childproof containers in the refrigerator.
- Medication should never be administered hidden in food or drink nor should it ever be referred to as "candy".
- Expired medication must be sent home with the parent.
- Any person who observes a child or childcare personnel administering any form of medication must inform the Director immediately.
- Consult with your supervisor immediately if a situation arises whereby you feel you need guidance or assistance.

I have read and will adhere to the medication policies outlined above.

Parent's Name

Date

Director's Name