

CARRIAGE HOUSE CHILDREN'S CENTER MEDICATION POLICY

In order to keep our children as safe and healthy as possible, Carriage House policy limits the use of medication. Parents are asked to request the administration of medicine only at those times when absolutely necessary. Please follow the guidelines below when determining whether to ask us to medicate your child.

A signed and dated "Medication Log" form (available in each classroom), defining dosage, directions, and reason for administering the medication, must be completed by the parent/guardian before any medication can be administered at the Center.

Prescription medication is given only when there is a medical need due to illness; and/or when there is a standing order from a doctor *with a specific start and end date*. This medication must be in the original container and labeled with the child's first and last name, name of the drug, dosage, directions for administering and storing, date of the prescription, and the physician's name.

Non-prescription (OTC) medication is given on a very limited basis and its use is discouraged at our Center. Examples of OTC medications that might be deemed necessary include Benadryl for allergies, or an anti-itch cream for a skin disorder. *The same information that is provided for a prescription medication is required for an OTC medication.* A **Non-Prescription (OTC) Medication Request Form** is available in the front office; it or its equivalent must be completed before the medication can be administered.

Tylenol/Ibuprofen: These types of medication fall under the same regulations as other OTC medications, and must be accompanied by a form with a specific start and end date as well. Tylenol/ibuprofen can be given only under the following circumstances:

1. Upon parental request, for an axillary (under the arm) fever of 100 degrees or above, when the parent or guardian is on the way to pick up their child from the Center.
2. When there is a medical condition (such as a broken bone) and a doctor has signed a note with a specific start and end date.
3. Teething in infants after other comforting methods are taken and a doctor has signed a note with a specific start and end date.

The staff member administering the medication will complete the second half of the Medication Log indicating the time it was given, the dosage, her/his initials, and other information specified on the sheet. S/he will insure that the amount/dosage listed on the Medication Log matches what is listed on the prescription label. If it does not, s/he will confer with the parent.

All medication will be kept under lock and key. Medication requiring refrigeration will be kept in the kitchen refrigerator in a labeled container. Parents are asked to make staff aware of the need for refrigeration when the medication is brought to the Center.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____