

## MEDICATION POLICY

- Medications will be stored in the teacher's resource room.
- Diaper cream and sunscreen will be stored in the classroom. It will also be stored in a container 5 feet or above the floor. The creams must have each child name clearly printed on the container. A current medication form must accompany the creams. The medication forms sign by parents are valid for 12 months Diaper cream may be applied "with every diaper change", "Only when diaper area is red", but may be applied "as needed." (Regulations state that the parent, not the caregiver, must decide when medication is required. Sunscreen is applied before the children go outside in the afternoon.
- Each parent will be responsible for putting his or her child's medication in the locked box in the resource room. (The box will be in the refrigerator or on top of the refrigerator.)
- The parent will put a completed medication form on the front of the refrigerator.
- Medications will be administered throughout the center by one employee each day.
- Medications will be given at 12:00, unless specific instructions from the child's physician state otherwise.
- Medication forms for Asthma are valid for 12 months. The medication will be clearly labeled and stored 5 feet or more in the classroom the child is enrolled.
- All medication must be in the original container with the child's name on it. Please include something to ensure accurate measurement. We suggest that a Ziploc bag be used or rubber band the measuring spoon to the medicine bottle.
- Everyone is reminded that we can never administer medicine in a way that conflicts with the instructions on the label.
- No medication may be administered on an "as needed" basis.
- Medication needs to taken home daily.

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date

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parent's signature

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child's name