

## ADMINISTRATION OF MEDICATION

### POLICY

It is the policy of Cook's School Day Care Inc that medication will be administered in accordance with the requirements of the Child Care and Early Years Act, 2014.

### **GUIDELINES**

#### Who is Responsible for Medication

The supervisor (in centre-based program) and the home child care provider (in home child care setting) are in charge of all drugs and medications including appropriate safe storage and expiry dates on any stored medication.

#### Expired Medication

### **RETURN EXPIRED MEDICATION TO THE FAMILY.**

#### **EXCEPTION**

EpiPen and EpiPen Jr are used to deliver an emergency treatment of adrenaline (epinephrine) to patients who are at risk or have a history of life-threatening allergic reactions (anaphylaxis). There are currently no alternative auto-injectors available on the market in Canada.

Health Canada is reminding patients and caregivers that EpiPen products expire on the last day of the month indicated on the product packaging. For example, if the product is marked as expiring in January, it remains valid (not expired) until January 31.

**Health Canada is also advising that in this shortage situation, if a person is experiencing an anaphylactic reaction and only an expired auto-injector is available, use the expired product and immediately contact 911.**

For more information, please visit: [http://healthy Canad ians.gc.ca/recall-alert-rappel-avis/hc-sc/2018/67330a-eng.php](http://healthy Canadians.gc.ca/recall-alert-rappel-avis/hc-sc/2018/67330a-eng.php)

#### Medication to Be Administered “AS NEEDED”

##### **Authorization**

The medication form must list the symptoms observed to indicate whether the medication should be administered.

##### **Administration**

When the symptoms have been observed and the medication is administered the details must also be recorded in the centre's main communication book or on the home child care provider's daily log sheet.

#### Authorization - What We Will Administer / Apply

Typically, only physician-authorized and prescription medications will be administered to children enrolled with Cook's School Day Care Inc.

### Permitted Over-the-Counter Products

#### **REQUIRING a Medication Form**

A limited supply of fever-reducing medication provided by the family (i.e., Tylenol, Tempra, etc.) may be kept on the premises for a child who is prone to spiking high fevers in a short period of time. The educator will administer only one dose of the medication to a child whose temperature has risen quickly to allow time for the child to be picked up by his/her parent or guardian.

The child may not be administered the fever-reducing medication and remain in care for the day – the child must be picked up by a guardian as quickly as possible and kept home until the fever is controlled. Refer to Covid-19 policies.

#### **NOT REQUIRING a Medication Form**

The family must provide a blanket authorization to administer any of the following products: sunscreen, moisturizing skin lotion, lip balm, insect repellent, vaseline, hand sanitizer, diaper cream.

No other over-the-counter product will be administered without a physician's authorization.

### Administration Conditions – Prescription and Non-Prescription Products

Cook's School Day Care Inc will not administer any kind of medication unless the following conditions are met:

- A medication form, which is supplied by Cook's School Day Care Inc, is fully completed, and signed prior to any prescription medication or physician-authorized product being administered.
- Products must be provided in the original container.
- All labels and prescription labels are intact and easy to read.
- The parent or guardian must label over-the-counter products.
- Prescription medication and physician-authorized products must state the correct child's name, medication name, dosage, time(s) to be given, length of time to administer and expiry date noted on the pharmacist's label or physician's authorization.
- If the medication is to be administered "as necessary" (Example: asthma medication), the parent must state on the medication form the types of symptoms/reactions to be observed when the medication is necessary.

### Delivery and Release of Medication

- Parents must hand-deliver all medication to the adult in charge to be locked in the appropriate refrigerated/non-refrigerated container.
- Medication will not be released to a child. It must be picked up by a parent/guardian or approved alternate.

### Storage of Medication

- For the safety of all children, ALL medication must be stored in a locked container when kept on the premises for a child in care.

### **EXCEPTIONS**

- Epinephrine auto injectors must be kept with the adult responsible for the child with life-threatening allergies.
- The child may keep the auto injector in a pouch on the body only if the parent/guardian provides a physician's note indicating the child is mature enough to do so.

**Note: Allergy medications, such as Benadryl, are always kept in the locked medication box.**

- During excursions, medications are kept securely in the possession of the adult in charge and out of reach of all children.

### **Who May Administer Medication**

- In the child care centres, with the exception of approved over-the-counter products, only RECE's are permitted to administer any medications.
- In a home setting, only the home child care provider will administer medication and approved over-the-counter products.
- No student or volunteer is permitted to administer medication.

See **Exception** to follow.

### **EXCEPTION**

To ensure a critical and timely response for an individual who is at risk of an anaphylactic reaction, all persons listed below must be trained to respond as per the Individual Emergency Response Plan.

- Child care centre paid staff, volunteers, and students.
- Home child care providers / persons ordinarily resident in a home child care setting.

A record of the review of the Individual Response Plan and the applicable training will be kept on file in the office for those listed above. For persons ordinarily resident in a home child care setting, the record will be kept in the home child care provider's office file.

### **PROCEDURE**

- ALL portions of the authorization form is completed by the parent/guardian on the first day the medication is to be administered.
- The parent/guardian hand delivers the medication to a centre staff or home child care provider, who will check the label and the medication authorization form to ensure that all pertinent information is consistent and available.
- The centre staff and home child care providers are responsible for checking the medication forms and storage boxes each morning to determine the daily requirements.

- Each time a new medication is introduced, notification must be recorded in the centre's communication book or on the home child care provider's daily log sheet. This step highlights a child's need for medication.
- Prior to administration, the centre staff and home child care providers must check to ensure that the information on the form is consistent to that which is instructed on the label. If there are any discrepancies the substance is not administered.
- The medication is administered in a quiet, well-lit area, aside from play.
- The medication must be kept out of reach of the children at all times.
- After the medication has been administered, the centre staff and home child care providers will return the substance to the storage container, and complete the authorization form. Any reactions, comments, difficulties in relation to the medication must be recorded on the form and in the daily logbook. The parent must be informed.
- Leftover medication or surplus of medication must be returned in the original container to the parent/guardian.
- Whenever possible, the parent/guardian should be encouraged to give any drugs or medications to the child at home.
- Completed medication forms are filed in the child's personal file in the office.

**Any accidental administration of medication must be:**

- **Reported to the Supervisor (centre-based program) or ECE Consultant/Home Visitor (home-based program), Executive Director and the Parent IMMEDIATELY.**
- **Recorded on the medication form and in the daily log and.**

**The procedures for Serious Occurrence Reporting must be followed, if necessary.**

**If the Parent does not provide medication on a particular day, this must be noted on the medication form.**

**If the medication is not given for any reason, a note must be recorded and initialed on the medication form and communication book (centre-based program) or daily log sheet (home-based program) to indicate the reason. The parent/guardian must be informed on that day.**

**If a medication authorization form is not fully completed, dated, and signed, MEDICATION IS NEVER GIVEN.**

**Medication is NEVER supplied by the Cook's School Day Care Inc centre staff or home child care providers.**

**MODIFICATIONS TO THIS OR OTHER POLICIES**

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.