



Family Christian Academy Preschool

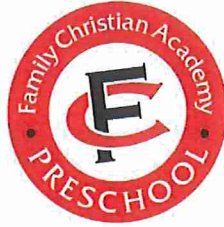
“Building Foundations for Faith and Learning”

MEDICATION POLICY

Per State regulations, all medications must be stored in a locked cabinet and have proper administration documentation on file in the Office. The State considers anything that is taken orally or applied topically to a child a medication. This includes: sunscreens, Vaseline, Vicks vapor rub, chapsticks, Ora-gel, topical rash cremes, diaper rash cremes, bug spray, prescriptions, pain relievers, allergy medications, lotions, hand soap, and emergency medications.

Only staff who have received “Medication Administration Training” are allowed to give medications. The following requirements and procedures will be followed.

- 1. Only essential medications that are required more than twice per day or are needed for emergency medical conditions will be administered at school.**
2. Medications administered at the center must be in the original package, shall not be expired, must have the child’s first and last name (located on the container in a place that does not cover product labels), and the manufacturer’s instructions and dosage must be age appropriate. The appropriate medicine spoon, dropper, or cup must be included with the medicine.
3. Parents must complete the Medication Authorization Form, in the Preschool Office, before the child can receive medicine at the center. No medications will be administered without this signed authorization form.
4. All medication given to a child on center premises, *whether given by staff or parent*, must adhere to state regulations and center policy.
5. Parents administering medication to their child, on center premises, must first complete the Medication Authorization form in the Preschool office and document: date, time, and dosage of medication given.
6. Any medication with dosage amounts and/or age limits outside the manufacturer’s instructions, or medications without administration instructions must have a written statement from a physician stating the medication name, dosage amounts, how often the medication is to be given, and for how long the medicine is to be administered.
7. Inhalers must have very specific written instructions, from your child’s physician, stating when and how the inhaler is to be used. Breathing treatments must be conducted off the center premises.
8. Medication may not be stored in the child’s diaper bag, backpack, and/or locker at any time.
9. No medication shall be added to a bottle and/or sippy cup.



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10. All prescribed medicines must have a prescription label which includes the child’s name, name of medication, physician’s name, and instructions for administering, dosage and route.
 - The first dose of any medication must be given at home so the parent can monitor the child for reactions.
 - Parents should check each day to be sure the child received his/her medicine. This will be documented on the Medication Authorization Form.

Emergency Medication/Procedure

Any child diagnosed, by a physician, as having a severe allergy and/or special health need is required to have their physician complete an Emergency Action Plan which must detail: description of the health condition, severity of condition, specific signs and symptoms of a mild episode and a severe episode, and specific treatment of a mild episode and a severe episode. Emergency Action Plans must be updated by the physician as changes occur or every six months.

If an EpiPen is prescribed for a severe allergy, **two doses/pens** are required for potential use at Preschool. In the event that an EpiPen is administered, the EMS will be called and the child will leave the center with the paramedics for evaluation.

Topical Medication

Topical products, including: diaper rash ointment, sunscreens, and bug spray are considered topical medications and will only be applied when necessary and with proper parental consent.

An authorization form for topical medications must be on file in the Office and shall be updated annually. Parents are expected to apply these products before they drop-off their child at school. Staff may re-apply the products during the day if needed per the instructions.

All medication requirements and procedures previously detailed are applicable to topical medications.