



Early Childhood Division

Medication Policy

Dear Parent/Guardian:

While the Early Childhood Center (ECC) believes it is best for children to receive medication at home, we recognize that sometimes medication must be given during the day in child care. For this reason, we have developed detailed procedures and trained designated staff to safely administer medication to children in our care who have a mild illness or a medical condition.

- A “Request for Medication Administration in Child Care” **Form A**, signed and completed by both the parent/guardian and the authorized health care provider is required to give any medication to a child in the Early Childhood Center (ECC). Form A will be kept in the Nurse’s Office and eventually filed with the child’s records in the Early Childhood Division Principal’s Office.
- All instructions regarding dosage, administration route, and administration times per the authorized health care provider’s written orders on the “Request for Medication Administration in Child Care” **Form A** and the medication label will be followed. We cannot follow parental requests that are different from these instructions.
- Medication can only be administered by the Nurse’s Office RN, the Early Childhood Division Principal or trained Early Childhood Division staff. Designated staff are annually trained by the Nurse’s Office RN to administer medications and treatments at St. John’s Episcopal School. *Health information will be shared confidentially among these staff.*
- Parents may also give medication to their child at school. All medications must be given in the Nurse’s Office and documented in the child’s Medication Log, Form C. Parents may not authorize additional family members or babysitters to give medication to their children while in the ECC without a completed **Form A** on file in the Nurse’s Office and written permission from the parent.
- All medication will be stored in the Nurse’s Office in a locked container that is not accessible to children. Medication may not be stored in diaper bags or backpacks at any time. Refrigerated medication will be kept in the Nurse’s Office refrigerator.
- During normal school hours, the Nurse’s Office RN will administer all medication for the ECC in the Nurse’s Office. When the RN is not available, only the previously indicated, designated and trained Early Childhood Division or Extended Care staff, or the child’s parents may administer medication.