



Dear Parents:

Due to strict Licensing Requirements now being enforced by the Ministry of Education, it is imperative that we remind you of our policy regarding the Administration of Medication.

We are only permitted to administer Prescription Medications to your child. Any medications which are not prescribed by your child's doctor and do not contain a Prescription Label, will not be permitted.

We would also like to remind you, that all Medications must be hand-delivered to a staff member and **MUST NEVER BE LEFT IN CUBBIES OR IN CLASSROOMS UNATTENDED**. Staff must be aware of the location of the Medication at all times.

I have attached a copy of the Administration of Medication Policy for your review. Thank you for your co-operation and attention of this very important policy.

Karine Edmonds
Director



ADMINISTRATION OF MEDICATION POLICY
POLKA DOT PRESCHOOL

A Child that requires medication should not return to school until they are well enough to participate in all areas of the program.

1. Only **Prescribed Medications** will be administered to children enrolled at Polka Dot Preschool Inc.
2. Such medications must be in their original container, supplied by the Physician or Pharmacists, clearly labelled with the child's name and with the original prescription label intact.
3. All medications must be current and past prescription medications cannot be re-used.
4. A medication form must be signed by the parent and the details concerning dosages, administration times, and any pertinent information regarding contraindications or emergency treatment, must be recorded on the medication form.
5. ***All medication must be delivered directly to the staff. Under NO circumstances is any medication to be left in cubbies or in the classrooms. Staff must be aware of the location of medication at all times.***
6. Medication must be administered by either the Early Childhood Educator in your child's room or the Director.
7. Medication will be stored as indicated on the storage instructions. If refrigeration is required, it is kept in a locked medicine box in the kitchen fridge. If unrefrigerated, it is kept in a locked medicine box accessible only to staff.
8. Medication must be dispensed in a well lit area. Immediately following the administration of the medication, the E.C.E (or Director), must enter the details concerning the time, dosage and observations on the medication form. Any omissions or delays in dosage **MUST** be noted on the form and parents will be informed.

9. In the event of accidental administration of medication (i.e. medication given to the wrong child or dosage error), it must be recorded and the parents will be notified immediately.

10. Medication must be returned in the original container to the parent.