

Dear Parent/Guardian,

With the safety of your child in mind, we would like to make you aware of the Medication Administration Policy for our child care facility . This detailed policy is comprehensive and involves the ideas of child care providers and directors in accordance with legal regulations.

If you need medication administered to your child while they are in our care, please remember that all of the following are required:

1. Updated emergency contact forms.
2. Permission form (Lic.9221 "Consent For Administration Of Medications And Medication Chart") for EVERY medicine that includes
 - a. Name of child
 - b. Name of medication
 - c. Time the medication should be given and how often
 - d. How to give the medicine
 - e. How much medicine to give
 - f. Written consent must be provided by the parent or legal guardian, permitting child care facility to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.
3. All prescription and nonprescription shall be maintained with the child's name and the date supplied.
4. Prescription and nonprescription medications must be stored in the original bottle or packaging with unaltered label. Medications requiring refrigeration must be properly stored.
5. Prescription and nonprescription medications shall be administered in accordance with written instructions, both by parent and by child's physician if a prescribed medication.
6. Prescription medications, including Epi-Pen (with or without Allergy Medication Protocol per physician's instructions) and Inhaled Medications (rescue inhalers) REQUIRE written instructions from the child's physician.

Husky House will not give medicine that is:

1. Expired
2. Not in original container
3. Without written permission
4. Beyond the expiration of parent/guardian consent
5. Without written instructions from a physician for prescription medicine
6. In a manner that does not match the medicine container or prescription
7. Not prescribed for that child.

Types of incidental medical services to be provided at Husky House are:

1. Administration of Prescription (RX) and Nonprescription (OTC) Medication
2. Administration of Inhaled Medication
3. Administration of Epi-Pen
4. Carrying out Medical Orders

Medicine will be stored in a locked container that is inaccessible to children and stored at proper temperature (medication requiring refrigeration shall be stored in main room refrigerator, inaccessible to children). Any medicine left 72 hours after authorization or completion of treatment will be returned to you or discarded.

Any medicine administered by Husky House will be recorded on the Lic.9221 "Consent For Administration Of Medications And Medication Chart" which will show the child's name, date, time, amount and type of medication given, as well as the signature of the person who gave medicine. Only staff members who have completed Pediatric CPR & First Aid Training shall administer medication. There will always be two staff members onsite at any time a child in our care requires medication be given at either scheduled administration or PRN/"As Needed" for children who have inhaled medication and/or Epi-Pen. Trained staff members will follow Universal Precautions and hand hygiene. Staff training in Pediatric CPR & First Aid shall be provided by certified instructors qualified in the state of California to provide training as required by our State Licensing Agency. Staff training records shall be maintained in the office "Safety/First Aid" binder.

Should an emergency situation occur requiring children to be relocated away from the facility, labeled & safely stored medications shall be transported in our Emergency Staff backpack which contains supplies necessary to ensure incidental medical services (the administration of prescribed medicines) are not interrupted. Similarly, when children requiring medication travel with the program on a fieldtrip, all necessary medications and supplies will be transported and monitored by a trained staff member.

Each occurrence of incidental medical service for your child will be documented on their Medication Chart as previously specified. This chart will be posted for staff viewing during the specific dates of written instructions for a medication. Spills, reactions and refusals will be noted on this document. At the completion of treatment, the Medication Chart will be transferred to the child's file. Note: any situation requiring the use or potential use of an Epi-Pen for a child will be immediately brought to the attention of parent or guardian. Need for an Epi-Pen injection is considered a life-threatening event, we will call 911 before we call parent and will follow reporting requirements for serious incidents by also notifying the Department of Social Services Licensing Office within 24 hours.