

Administering Medication Training

YPW Spanish Immersion School only administers rescue medicines intended to relieve severe allergies and asthma, among others, bug spray and Sun block lotion (yes, this are consiredered medication as well).

Medication should be given at home whenever possible, but there will be times when it must be given while the child is in childcare.

When in special occasions we need to administer medication then:

Precautions to follow:

- **Only someone from Leadership Team will administer medication (with exception of bug spray and sun block lotion)**
- Teachers can administer bug spray and sun block lotion
- Make sure medication is properly labeled with first last name and has not expired
- **Make sure that have parents written authorization to administer medication. Written authorization expires on the first anniversary of the date the authorization is provided.**
- Check that the name of the child listed on the medication and the child receiving the medication are the same.
- Read and understand the label/prescription instructions related to measured dose, frequency, and other circumstances related to administration (such as in relation to meals).
- Administer the medication according to the prescribed methods and prescribed dose.
- Observe and report any side effects from medications.
- Document the administration of each dose by recording time and amount given. *For sun lotion and bug spray document it in Tadpoles.*

Notice:

- All prescription and nonprescription medications must bear the child's name and date.
- All medications must be administered according to the label direction.
- Permission and instructions must be provided by the parent for each medication. The instructions should not contradict with the label directions and should be labeled in the child's record.
- Nonprescription medications **require approval** of the child's health care provider even if administered according to the product label and even if parental approval and instructions are provided in writing from the parent.
- The child care provider records administration of medication and informs the parent of daily medication administration
- When no longer needed all medications are returned to the parent.
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