

MEDICATION POLICY

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 medication prescribed by a licensed physician will be administered (or) over the counter medication accompanied by a doctor's note.
2. Any direction of a medical officer of health with respect to any matter that may affect the health or well-being of a child receiving child care at Phoenix Child Centre is carried out by the staff.
3. A parent or guardian must sign a medication form prior to the administration of medication. For over the counter medication that is "given as needed", the parent must add the circumstances in which staff should administer said medication for example; rash, hives, red and watery eyes, etc.
4. Medication will only be accepted in its original container and must be clearly labelled with the child's name, the name of the drug, the dosage, the date of purchase, the prescribing physician, and instructions for storage.
5. Medication will be stored in a locked container and in accordance with the instructions for storage on the label. Medication will be inaccessible to the children at all times, unless the child is permitted to carry asthma or emergency asthma medication.
6. A measuring spoon/syringe must be used for accurate dosing of liquid medication.
7. The medication record will be kept in the child's file for the period of time the child is in attendance in the centre.
8. Heather Doherty or designate will be responsible for the dispensing of all medication and initialling the medication form.
9. Surplus medication will be returned to the parent after the course of medication is complete.
10. Medication must be stored as directed in a locked container out of children's reach.
11. If a dose of medication is omitted reasons will be given on the medication form.

Revision Control

Date	Revision	Effective
February 16/16	Review	n/a
April 18/18	Added over the counter medication accompanied by a doctor's note.	Immediately
July 1/18	Added any direction of a medical officer of health with respect to any matter that may affect the health or well-being of a child receiving child care at Phoenix Child Centre is carried out by the staff.	Immediately