**ADMINISTRATION OF DRUGS**

**Purpose**:

To outline guidelines for administration of prescription and non prescription medication to ensure the good health and safety of the children.

**Guidelines**:

1. Ensure procedural guidelines consistent with the Day Nurseries Act and forms are in place regarding the administration of prescription and non prescription drugs during program hours (e.g. consent forms, medication record). Review with staff at least once a year.

2. The staff will only administer medication prescribed by a physician:

- medication in a bottle with a prescription label

- over the counter medication accompanied by a doctor’s note

- medication required on a regular basis (e.g. for asthma) accompanied by a doctor’s letter on file (to be submitted annually)

3. A designated individual (Supervisor or qualified ECE staff) must be assigned to administer medication. This individual must annotate records appropriately upon completion of task.

4. Staff will monitor children after administration of medication for possible side effects. Staff will record any adverse reactions and notify parents accordingly.

5. Ensure staff is trained in the use of epi-pens,medical aids (ventilation masks, inhalers, etc.) and first aid procedures.

6. All medication will be kept in a locked container. There will be one locked container for refrigerated medications and one locked container for non-refrigerated medications.

7. In cases where a child(ren) carries and administers their own medication (e.g. ventilators), a note from the parent must be submitted indicating their permission for such action. Parents will be informed that program staff is not responsible for ensuring medication has been taken nor does the program assume any liability. Staff will notify parents of any known accidental overdose or missed dosage by child(ren).