

MEDICATION POLICY

The Day School encourages parents to set up a schedule for administering non-emergency medications at home. In an emergency due to insect bites, allergies, other prevalent medical conditions, or if a physician prescribes a medication to be administered during preschool hours, staff will follow these guidelines:

- First dose of medication will not be administered at The Day School.
- The Day School will not be responsible for administering prescription, non-prescription medication, or topical ointments to a child without the written order of a physician.
- No medication prescription, non-prescription, or topical ointments shall be administered without prior parental authorization.
- A Staff member trained in medication administration will be present at all times.
- The Staff administering the medication will demonstrate competency in the administration of the medication before being authorized to administer any medication.
- Medication must be in the original labeled packaging with the child's name, expiration date, and dosage, and brought into The Day School Director.
- Medication shall be stored in the child's classroom cabinet or the Friendship room refrigerator labeled with the child's name, prescription name, and specific administration directions. Emergency medication, etc. shall accompany the child anytime the child is away from the classroom.

A written medication log will be kept in the child's file recording the child's name, prescription name, date and time when administered, and staff member administering