

## **Elizabeth Perry Rushton Child Development Center Policy for Administering Medication/Medical Procedures**

As a center licensed by the Alabama Department of Human Resources we are required to adhere to the following procedures and policies when it comes to administering medication.

### **Rushton Center policy for administering oral medications and prescription topical medications:**

1. All oral medication and prescription topical medication must be administered by an administrator with a staff member present as a witness and must be administered in the front office away from the classroom.
2. Both the administrator and the staff member will sign a form each time an oral medication or prescribed topical medication is administered to a child immediately following the time it is administered confirming the medication given, the dosage given, and the time it was given to the child.
3. Written permission by a parent or legal guardian is required before any medication may be administered. Each week, a new DHR authorization form must be filled out and signed by a parent or legal guardian of the child who will be given the medication. As it relates to dosages of medications, the parent filling out the authorization form must also include a zero before any decimal (e.g., 0.5 mL and not .5 mL) and no zero following the decimal (e.g., 5 mL and not 5.0 mL).
4. All medication must be delivered to the Center in its original container, and the container must be clearly labeled with the name of the medication. Further, the directions for administering the medication must be listed on the container of any prescribed medications. Additionally, the directions must clearly written by the parents on the DHR authorization form accompanying the medication for all medications.
5. All medication must be clearly labeled with the child's name.
6. If a medication dispenser is needed to administer the medication, a dispenser must be provided by the family for each medication and placed in a ziplock bag with each medication.
7. All oral medication or prescribed topical medication must remain under lock and key in the administration office.

8. The administration has the discretion to refuse to administer any medication, and, if such refusal occurs, it becomes the responsibility of the parent or legal guardian to administer the medication.