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<b>Ref #:</b> 1304:22(c)	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/11/07

**COMPONENT: HEALTH**

**SUBJECT: ADMINISTRATION OF MEDICATION**

**PERFORMANCE OBJECTIVE:** To establish a standard procedure for the legal administration of medication by Head Start Staff during program hours.

The following procedures are to be followed for children receiving medication while participating in the Head Start Program:

1. Whenever possible, arrangements should be made with the family and physician to schedule administration of medication during times when the child is under parent supervision.
2. Parents/Guardians are responsible for obtaining the proper Head Start forms from the teaching staff and for having it completed by child's physician for permission to administer any medication during Head Start Program hours. Head Start staff will not administer medications without the proper Head Start forms completed and on file.
3. The Health & Disability Manager is to be notified by the Parents/Guardians, and/or the teaching staff if a child requires medication to be administered during Head Start hours. In addition, notification is required again, once the proper medical form is completed and on file the medication is to begin.
4. ONLY Head Start staff is to administer medications.
5. All medication must be properly labeled with the child's name, name and dosage of medication, instructions for administration, and in the original container.
6. Doctor's written orders as to the time and amount of dosage must be on file, along with signed parental consent forms.
7. Documentation of administration of medication must be kept on file utilizing the medication control sheet.
8. Parents must sign the medication control sheet when the medicine is given to Head Start staff. Children should not bring their own medication to Head Start in back packs or other personal items.

9. The staff administering the medication shall sign each time that the medication is administered, noting the date, time of day, dosage, and any side effects.
10. The parents will sign the medication control sheet when any medication is returned indicating their receipt of the medication bottle and if any medication remains in the bottle.
11. A copy of the completed medication control sheet will be given to the child's parent, a copy will be kept on file in the child's classroom file, and the original medication control sheet will be kept on file in the child's permanent file at the Head Start Central Office.
12. Medications must be stored out of reach of children in a locked container. Medication requiring refrigeration will be kept in a locked container in the refrigerator. The keys to medication storage boxes must be kept out of the reach of children, but stored in such a way as to provide easy access when needed.