

The Children's League
393 North Street
Springville, NY 14141

MEDICATION DISPENSEMENT POLICY

Prescription medications and over-the-counter medications will be administered at The Children's League only upon the written request of **both** the parent and the physician. The school's nurse(s) will dispense all medications.

Parents are responsible for personally delivering medications to the school. Parents will be required to sign a log indicating the name and amount of the medication at the time the medication is delivered. Medications **cannot** be sent into school on the bus.

The procedure for dispensing medications is as follows:

1. The medication will be stored in a locked cabinet in the nurse's office.
2. The medication must be in a container from a pharmacy with a current date. Pharmacies will dispense a "school" container if one is requested.
3. The container must be child proof.
4. The container must have a pharmacist issued label with the following information:
 - Child's name
 - Date medication was issued (must be current)
 - Name of medication
 - Time for administration
 - Dosage
 - Prescribing physician

The Children's League will maintain a log indicating each time medication is administered at school.

The **signature of the parent and the physician** must appear on the form entitled "Written Medication Consent Form" (Day Care Form). The physician may fax a signed script to the school at 592-4683. **It is the parent's responsibility to inform the school of medication changes and complete a new form.** New forms must be completed every six months, even if there is no change in the child's medication(s). A new form and script are also required if there is a change in the dosage.

Over-the-counter medications will be administered only when accompanied by a completed form "Permission for the Dispensement of Medication". The signature of the parent and physician must appear on this form. Over-the-counter medications must be in an original container with the child's name printed on it and delivered to the school by the parent.

For children who require a nurse on the bus, the bus nurse will be responsible for insuring that all medications are transported safely on the bus, out of the reach of the other children. The bus nurse will retain the medication for bus travel. The bus nurse will inform the school nurse and the parent of any time it is necessary to administer medication on the bus. Bus company policy will be followed in obtaining parental and physician consent for the administration of medication on the bus.

ADDITIONAL MEDICATION PROCEDURES FOR CHILDREN ENROLLED IN THE INTEGRATED HEAD START PROGRAM

- Children enrolled in the Integrated Head Start Program must comply with all procedures listed above.
- Prior to the child entering the Head Start Program, parents must have a face to face meeting with the Head Start staff. At that time required medication paperwork will be completed by the Head Start staff.

Changes to Medication Once Prescribed

Any changes in medication, including dosage and/or time of administration must be accompanied by:

- a. New primary care provider or specialist and parent/legal guardian authorization forms with signatures.
- b. New container/package appropriately labeled by the pharmacist
- c. An additional assessment provided by the licensed professional registered nurse when any change in medication, including dosage and/or time, is made.