

CATEGORY: Health and Safety Policies and Procedures

DATE: December 2022

SUBJECT: Drug and Medication Administration Policy

UPDATED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



## PURPOSE:

The purpose of this policy and the procedures outlined within is to provide clear direction for staff, students, and volunteers to follow for administering drugs or medication to children at Centennial Infant and Child Centre (CICC) and for appropriate record keeping.

Where the term drugs and /or medications is used in this policy, the term refers to any product with a drug identification number (DIN). For the purpose of this policy, drugs and medications fall into the following two categories:

- Prescription, intended for acute, symptomatic treatment; and
- Over the counter, intended for acute, symptomatic treatment.

This policy and procedures document supports children's health, safety, and well-being by setting out measures to:

- ensure children receive only those drugs or medications deemed necessary and appropriate by their parents;
- reduce the potential for errors;
- ensure medications do not spoil due to improper storage;
- prevent accidental ingestion;
- administer emergency allergy and asthma drugs or medications quickly when needed; and
- safely administer drugs and medications according to established routines.

This policy is intended to fulfill the obligations set out under *Ontario Regulation 137/15* for the administration of drugs and medication in a childcare center.

## POLICY AND PROCEDURES:

### PARENTAL AUTHORIZATION TO ADMINISTER MEDICATION:

- Prescription and over-the-counter medications for acute, symptomatic treatment will only be administered to a child where a parent of a child has given written authorization to do so by completing the CICC's **CONSENT TO ADMINISTER MEDICATION** form (see form in Appendix A) The **CONSENT TO ADMINISTER MEDICATION** form must be accompanied by a doctor's note for over-the-counter medications.
- The authorization must include a schedule that sets out the times the drug or medication is to be given and the amounts to be administered.
- Prescription/over-the-counter skin products (with the DIN) that need to be administered for acute or symptomatic treatment will only be administered to a child where a parent of the child

has given written authorization to do so by completing CICC's **CONSENT TO ADMINISTER MEDICATION** form.

## **DRUG AND MEDICATION REQUIREMENTS**

All drugs and medications to be administered to children must meet the following requirements:

- All drugs and medications must be stored in their original containers as supplied by a pharmacist or their original packages. Medications that have been removed from their original package or transferred into a different container will not be accepted or administered to the children.
- All drugs or medication containers must be clearly labelled with:
  1. The child's full name
  2. The name of the drug or medication
  3. The dosage of the drug or medication
  4. Instructions for storage
  5. The date of purchase of the medication for prescription medication; and
  6. The expiry date of the medication, if applicable.
- Where information is missing on a drug or medication label and/or the written parents' authorization does not match the label on the labelled container, CICC will not accept or administer the medication until the label and/or written parental authorization accurately contains all the required information.
- Over-the-counter epinephrine purchased for a specific child can be administered to a child with an individualized plan and emergency procedures for an anaphylactic allergy if it is accompanied by a doctor's note and is clearly labeled with the child's name, the name of the drug or medication the dosage, the date of expiration and the instructions for storage and administration.
- All drugs or medications purchased by staff, students or volunteers for their own use will be kept inaccessible to children and will not be administered to children at any time.

## **DRUG AND MEDICATION HANDLING AND STORAGE:**

- All drugs or medications will be always kept inaccessible to children in a locked container or area (e.g. in a refrigerator, cabinet, cupboard or drawer). There are exceptions for emergency medications as outlined below:
- Emergency medications will never be locked up and will be made easily accessible to all staff while being kept out of the reach of children, including during outdoor play periods and off-premises activities.
- In case of an emergency, all staff, students and volunteers will be always made aware of the location of children's emergency medications.
- Emergency medications will be brought on all field trips, evacuations and off-site activities.
- Any topical products or drugs/medication in the first aid kit will not be used on children to clean or treat wounds. Children's cuts and wounds will be disinfected in accordance with local public health recommendations.

- All drugs and medications for children will be stored in accordance with the instructions for storage on the label. Medication requiring refrigeration will be stored in the refrigerator in a locked container.
- Where drugs or medications are past their expiry date, they will be returned to the parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Any drugs or medications remaining after the treatment period will be returned to a parent of the child, where possible, and this will be documented on the Authorization for Medication Administration Form.
- Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, the person in charge of drugs and medications will ensure that the efforts made to return the drug or medication have been documented in the appropriate staff communication book (e.g. daily written record), and the drug or medication may be returned to a pharmacist for proper disposal.

#### **DRUGS AND MEDICATION ADMINISTRATION:**

- Drugs or medications will be administered according to the instructions on the label and only with written parental authorization.
- The Registered ECEs will be the designated persons in charge of medications and will deal with all drugs and medications to reduce the potential for errors, whether on or off the premises. Where the person(s) is absent, they will delegate this responsibility to another individual. The name of the individual who has been delegated and the duration of the delegation will be documented in the appropriate staff communication book (e.g., daily written record).
- A drug or medication will only be administered by the RECEs from its original container as supplied by a pharmacist or its original package, and where the container is clearly labelled as outlined under the Drug and Medication Requirements section of this policy.
- A drug or medication will only be administered using the appropriate dispenser (e.g., syringe, measuring spoon/cup, etc.).
- After RECE administers medication, she/he will log the administration of the medication on the **Record of Medication Administration Form** provided in the medication binder. (See Record keeping below)

To support the prompt administration of emergency medication:

- Emergency medications may be administered to a child by any person trained on the child's individualized plan at the CICC; and
- Drugs or medications that are expired (including epinephrine) will not be administered at any time.

#### **RECORD KEEPING:**

- Records of medication administration will be completed using the **Records of Medication Administration** form every time drugs or medications are administered. Completed records will be kept in the child's file.

- Where a child’s medication administration form includes a schedule setting out specific times to administer the medication and the child is absent on a day medication would have been administered, the child’s absence will be documented on the medication administration record to account for all days during the treatment period (excluding weekends, holidays and planned closures).
- If a dose is missed or given late, reasons will be documented on the record of medication administration and a parent will be notified as soon as possible as it may impact the treatment schedule or the child’s health.
- Where a drug or medication is administered ‘as needed’ to treat specific symptoms outlined in a child’s medication administration form an individualized emergency plan will be created. This plan will be posted in the room. The emergency procedures for an anaphylactic allergy (e.g. asthma, fever, allergic reaction), or other health related problems that require medication on “as needed” basis will be written in the individual emergency plan and the reason for administering will be documented on the plan and written in the appropriate staff communication book (e.g. daily written record) and in the child’s symptoms of illness record. A parent of the child will be notified.

## **CONFIDENTIALITY**

Information about a child’s medical needs will be treated confidentially and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons (e.g. to the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children’s Aid Society).