



# KIDZ PLACE



## Policy on Dispensing Medication

At Kidz Place we will administer prescription & non-prescription medication to enrolled children. The following rules shall apply when dispensing medication:

1. Medication shall be administered only after receiving written permission from the child's parent.
2. Medication will be kept on a shelf in the kitchen at a height inaccessible to children.
3. Any prescription medication for a child shall be:
  - a) Prescribed in the name of and specifically for the child; and
  - b) Stored in its original container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated, the physician's name and the directions for its administration.
4. Medication that is non-prescription (over the counter or OTC) such as a decongestant, cough mixtures, topical ointments, etc., will require written parental permission.
5. Unused medication will be returned to the parent(s).
6. The center shall maintain on file a record of the following:
  - a) The child's name and the parental permission for the center to administer medication.
  - b) The name of the medication.
  - c) The condition for which the medication is being used.
  - d) The instruction for the administration, including dosage and frequency.
  - e) The time and by whom the medication was administered to the child.
  - f) Any adverse effect the medication may have or has had on the child.
7. Any medication left at Kidz Place will be discarded at the end of the day. NO EXCEPTIONS!
8. Medication will not be administered if a measuring spoon is not provided. We will not use a teaspoon or any other non-incremental measuring device to estimate the dosage of your child's medication. NO EXCEPTIONS!!