

Medication Administration

Head Start Performance Standards

§ 1302.47 (b) (4) (i) (C)

§ 1302.47 (b) (7) (iv)

§ 1302.41 (b) (1)

Policy

Community Action Head Start classroom staff will follow procedures which allow for safe and timely administration of medications that have been prescribed by a child's medical provider. Medications may be given at Head Start when medication dosages cannot be adjusted to exclude hours that the child is at Head Start OR when an emergency medical situation occurs in a child with a documented medical condition.

Procedure

Parent(s)/guardian(s) will be informed of the medication policy in the Family Handbook and at Orientation.

Prescription medication or non-prescription medication, including, but not limited to, pain relievers, sunscreen, cough syrup, diapering and first aid ointments, or nose drops may only be given to a child under the following conditions:

1. Before children start school, Head Start staff will review the **Child Health History** for chronic health conditions such as bee sting allergies, diabetes, asthma, and epilepsy for all children. Staff will ask the parent(s)/guardian(s) for each child whether the child may require medication at school.
 - a. Written instructions (medical protocols) and medication are required on site **before** the child may attend school without a parent/guardian present.
 - b. For a child with asthma who requires medication at school, the teacher will require the parent to provide the medication along with an asthma protocol or a completed **Asthma Action Plan** from the child's primary care provider before the child can start school.

Medications given by inhalation, injection, into the ear, eye or nose require special instructions from a registered nurse. Students that require medication or feeding via a gastrostomy tube will be provided a nurse to administer. All staff receive medication administration training from the Registered Nurse (RN) consultant during pre-service training and on an as needed basis throughout the school year. New staff hired after pre-service will watch the recorded training from pre-service. Site staff are responsible for informing the Health Services Supervisor that special instructions are needed at their site.

2. Staff will have the child's parent/guardian complete a **Medical Permission Form** before any medication may be given. The parent/guardian must complete a new form if the dosage or medication is changed.
 - a. *Prescription medications* must come to school in a pharmacy-labeled container. If a physician's office or mobile medical vehicle issued the medication directly to the family, the medication must be in the original container and be accompanied by a legible, signed and dated health care provider note that includes the child's name, the name of the medication, dosage, directions for administration, date and the physician's name.
 - b. Over-the-counter medication must be in its original container and must be labeled with the child's name, dosage, and directions for administration.

Forms Referenced:

[Asthma Action Plan, Child Health History,
Medical Logs, Medical Administration Notification, Medical Permission Form]

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- c. Head Start will not accept any medications with outdated expiration dates.
3. Medication must be stored away from children in a locked enclosure (Red Medication Backpack). This includes all medications required for staff and volunteers as well. Epi-pens must be stored out of reach of children but do not need to be kept locked.
 4. Red Medication Backpacks must always be worn by staff when outside of the classroom.
 5. Epi-pens need to be stored in a place that can be easily accessed in case of emergency and taken outside when leaving the classroom (to the playground or walking field trips). When outside of the classroom, staff must carry the medication with them in the red medication backpack so that it is not accessible to children.
 6. If epinephrine is administered, emergency medical services (911) must be contacted immediately, as well as PAS/Health/Compliance Supervisors.
 7. If a medication must be refrigerated, it will be stored in a covered container on a top shelf clearly marked *MEDICATION*. For further guidance, contact the Health Services Supervisor.
 8. Each site will designate a primary person and an alternate to give medications. When it is time to give medication, the designated person will check the medication expiration date and review and follow the 5 R's:
 - Right child
 - Right medication
 - Right dose
 - Right time
 - Right route
 9. The staff person will wash their hands and give the child the medication. Whenever possible, the child is given the medication in a private area. If an oral medication is administered, the child is observed to ensure that the medicine is swallowed. Staff person must wash their hands again after giving medication to the child and record the medication given on the **Medication Log** (which includes name of child, type of medication, signature of person administering the medication, date, time and dosage given). Parents/guardians are also notified daily that medication was given, either through the **Medication Administration Notification Form** or a phone call.
 10. If a *child refuses* to take the medication, the staff person will note the time and “refused” on the Medication Log. The staff member will call the parent/guardian immediately and will document the time that the parent/guardian was informed on the **Medication Log** and the Family Contact Record.
 11. The parent/guardian may choose to come to school to give medication to their child. A staff member must document the medication administration on the **Medication Log**, which must be signed by both parent and staff.
 12. Medical Protocol paperwork, **Medication Permission** form and **Medication Logs** will be kept in the red Medical Protocol/Food Substitution folder inside a cabinet door. The cupboard will be labeled with a Medical Protocol/Food Substitution sign indicating where the information is so that staff can easily locate this information in an emergency.
 13. Head Start staff will observe children on medication for possible allergic reactions and side effects. The sudden appearance of an itchy, hive-like rash is the most common sign of a medication allergy. Nausea, vomiting, irritability, and fatigue are also possible symptoms of allergy or intolerance. If the child has difficulty breathing or swallowing, staff will call 911. In all cases where an allergic reaction or side effect is suspected, the parent/guardian will be notified. Staff will *not* give another dose of medication until further written instructions are received from the child's health care provider.

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14. Parents must be notified immediately of any suspected allergic reactions or if the child consumed or came in contact with the allergen, even if a reaction did not occur. Staff will document this incident on the **Incident/Accident** form.
15. If medication has expired, staff will inform and send home to parent/guardian immediately.
16. Any unused medication will be returned to the child's family.
17. Bus Drivers may transport medication that needs to be taken to the school and kept in the classroom. At the end of the school year, Bus Drivers may transport medication from school to home if necessary. For example, children who need their medications to be administered at school will need to have them transported on the first day of class. Otherwise, medication will not be carried on the bus unless specified by the child's doctor and approved by the Health Services Supervisor.
18. Transportation staff cannot administer any medication on the bus.
19. If a medical emergency arises while a child is riding the bus, the driver will pull over and call 911 immediately.