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**Subject: Administration of Medication**  
**Source: Performance Standards 1304.22 (c)**

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**Policy**

- Prescribed Medication: Any prescribed medication brought into the facility by the parent or legal guardian of a child shall be dated and kept in the original container provided by a pharmacist, with the child's first and last names, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medications expiration date, and the specific legible instructions for administration, and storage.
- Over the Counter Medication: For over the counter medications with a documented recommendation by a health care provider. The Parent should provide instructions and information on a label, including: the child's first name, last name, specific legible instructions for administration, including minimum time between doses, maximum number of doses, and criteria for administration, and the name of the health care provider who recommended the medication for the child. ***All over-the-counter medications must be brought to the center in their original container.***
- "PRN" Medication: Medications administered "as needed" must have specific directions for administration, including minimum time between doses, maximum number of doses, and criteria for administration.

**Procedure**

1. Parents must provide the first dose of medication at home. If for some reason the first dose must be given at school, parents will be prepared to stay with their child up to 30 minutes after the medication is given.
  2. Staff will assist the parent in completing and signing the top portion of the Authorization to Administer Medication form for each medication. Designated staff will use this form to record date, time and dosage of administration. Staff will document any changes in child's behavior or allergic reactions by checking the appropriate box on the form and completing a Health Alert form if needed.
  3. Staff will ensure that safety measures are observed when preparing to administer medication as follows:
    - a. Staff will read the medication label when accepting medication. Staff will ensure that over the counter medication has been labeled in accordance with EHS Policy.
    - b. Staff will read the medication label a second time and compare with the Authorization to Dispense Medication form before administering the medication to the child.
    - c. Staff will review with another employee who will confirm/ compare with the Authorization to Dispense Medication form before administering the medication to the child.
  4. Authorization to Dispense Medication forms will be completed by staff and kept in the Medication Notebook until the medication is no longer administered, or until all space is used and another form is needed. The form will then placed in the designated section of the child's binder. Health Manager will re-evaluate the need for the prescription every 30 days
  5. Staff should closely monitor the child for at least 30 minutes after administering medication for any changes in the child's behavior. If a noticeable change does occur staff should immediately contact the child's parent/guardian. If the parent/guardian cannot be reached then Emergency Procedures will be followed.
  6. The storage of all medications, refrigerated or non-refrigerated, shall have child-protective caps, shall be kept in an orderly fashion, shall be stored away from food at the proper temperature, and shall be inaccessible to children. Medication shall not be used beyond the date of expiration. All refrigerated medication will be kept in a locked box in the refrigerator located in the child's facility. Non-refrigerated medication will be kept in a locked box in the classroom.
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North Texas Parent & Child Development Inc.  
Early Head Start



I have received a copy of the North Texas Parent & Child Development Inc., Early Head Start's Medication Administration Policy. Its contents were explained to me by:

\_\_\_\_\_ on \_\_\_\_\_  
Name of Staff Date

\_\_\_\_\_ Date  
Parent / Legal Guardian

Place the last page of the Medication Policy in Health component of the child's folder. Parents keep the copy of the Medication Policy.