



Home Child Care Policies and Procedures

Section: Health and Safety

Policy No: 4386899

Policy Title: Administration of Medication Policy

Revision Date: March 11, 2024

Authority:

Child Care and Early Years Act 2014

Policy Statement: When children require medication parents will be required to complete the Administration of Prescribed and Non-Prescribed Medication Form. Caregivers will be required to document medication administered.

Policy Intent: The medication policy is intended to help support the needs of a child requiring medication and to provide information and awareness to parents, home child caregivers, home child care consultants, students, volunteers, and persons who regularly reside at the home child care location.

Definitions:

Medications: prescribed and non-prescribed medications that are administered by the caregiver to children attending home child care settings.

Procedures:

Administration of Medication to a Child in Home Child Care

As a Home Child Care Caregiver you can make a choice as to whether or not you will give medicine to the children in your care.

All medication must be stored in the appropriate place (refrigerator or shelf) and be **inaccessible to children at all times**. If you do choose to help the parent by giving the child medication you must follow the steps that are listed below:

Medication Form

The child's parent must complete and sign the [Administration of Prescribed & Non Prescribed Medications](#) form with the correct instructions for you.

If a parent brings medication to care, the caregiver will give the parent a copy of the Medication Form to complete **before leaving the medication**.

Administering medication for the child in your care

Prescription Medication must be clearly labelled with:

- the child's name
- the name of the drug or medication



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- the dosage instructions for storage and administration

Caregivers must not administer prescription drugs or non-prescription medication that has expired or were originally prescribed for another child.

Medication dosage cannot exceed the original dosage instructions unless written instructions from a medical professional is included with the medication.

Caregivers can only give non-prescription medication to a child that has been supplied by the parent **WITH** a medication form signed (Tylenol, cough syrup etc.)

When the parent asks the Caregiver to give medicine to their child, they must give the Caregiver the medication directly.

Any medication must be given to the Caregiver directly and not left in a diaper bag or backpack. The medication must then be stored in a secure location not accessible to children.

Non-Prescription Medication

Non-prescription medication (like Tylenol, Tempra, cough syrup, etc.) must:

- be in the original container or package
- be clearly labelled with the child's name
- be labelled with the name of the medication
- state the dosage and instructions for storage

Inhalers and EpiPens

A school-aged child may be permitted to carry their own asthma medication or emergency allergy medication (EpiPen) as long as it is clearly labelled as stated in the points above.

For younger children, these medications must be inaccessible but close by if needing to administer.

Inhalers and Asthma Medications:

An "*Administration of Prescribed and Non-Prescribed Medication Form*" must be completed stating the instructions for use including if the child can self-administer as needed.

An "*Individualized Plan for Child with Medical Needs*" is required for inhalers if the child has asthma. The medical needs plan is completed with the parent and consultant and reviewed with the caregiver. The caregiver will keep the medical plan in an area that is easy to access and review.

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EpiPens:

An “*Individual Anaphylaxis Plan Form*” will be completed in consultation with the Home Child Care Consultant and the parent before care begins. This form will be posted in the child care home in an area that is easy to access and review.

An “*Administration of Prescribed and Non-Prescribed Medication Form*” will also be completed and accompany the Anaphylaxis Plan form. The caregiver will complete the medication form if the EpiPen is given or the child self-administers.

Please Remember

All life saving medications (Inhalers, EpiPen, anti-seizure medication etc.) must be with the caregiver at all times when outdoors (when out in the community or in the back yard)

911 is called immediately any time an EpiPen is administered

911 is called if a child’s seizure lasts more than 5 minutes

Caregivers may not administer any medication unless the “*Administration of Prescribed and Non-Prescribed Medication Form*” is signed and fully completed.

When the medication is finished, the form is to be sent to the Home Child Care office.

The caregiver is the only person who may administer medication to a child (unless a school-aged child has permission stated on the medication form to self-administer)

Parents must initial the form **daily** to indicate that they are aware of the child receiving medication. (In the case of ongoing medications, form may be signed once every two weeks.)

Caregiver must document the administration of all prescription and non-prescription medication in their daily log

This policy includes all private children in care as well

References/Appendix

[DOCS#3852251 Individual Anaphylaxis Plan Form](#)

[DOCS#3712058 Caregiver Manual Sec. 5 / Health](#)

[DOCS#2454851 Anaphylaxis Emergency Plan](#)

[DOCS#3853133 Administration of Prescribed and Non Prescribed Medication](#)

[DOCS# 2203986 Individualized Plans for Children with Medical Needs Policy Online Version](#)

[DOCS#2393109 Process for Monitoring Compliance and Contraventions with the Policies, Procedures and Individualized Plans](#)