

Handout S: Medication Policy and Procedure Checklist

Item	Is there a policy?		Do we do it?		Comments
	Yes	No	Yes	No	
Accepting Medications					
Prescription medication requires the original container and prescription label; non-prescription medication requires written instructions from the child's health care provider. All medication should include: name of child, health care provider, medicine, date, when to give it (i.e., specific times, # times/day, or as-needed for specific symptoms; with food or without), dose, how to give it, how many days, storage, and expiration date.					
Medication requires written consent of the parent.					
Medication is transferred directly from the parent or adult transporting the child to the child's teacher (i.e., not in child's backpack).					
There is a mechanism for communicating about medication between school, families, and health care providers.					
If medication is prescribed for a child once or twice a day, it is preferable that the parent give the medication at home.					
If parent is on-site and plans to give their child medication, it should be communicated to staff and documented in the medication record.					
Storage					
Medication is stored in child-proof containers.					
Medication for children and adults is stored in anchored, locked containers out of reach of children.					
Medication is stored as directed (e.g., refrigerated, or room temperature).					
Refrigerated medication is away from food and the locked container is clearly labeled as containing medication.					
When the course of medication is complete or reaches its expiration date, unused medication is returned to the parents for disposal or properly disposed of at the center.					

Module 2: Essential Principles for Care

Handout S: Medication Policy and Procedure Checklist (*continued*)

Item	Is there a policy?		Do we do it?		Comments
	Yes	No	Yes	No	
Administration					
Only designated and trained staff administer, handle, and store medication.					
Training for medication administrators includes: agency medication policy; reading labels; techniques for administering medication; documentation; communicating with parents; and procedures for questions, errors, and emergencies.					
Staff wash hands before and after giving medication.					
Before giving medication, staff explains to the child what is going to happen and why, and the child is allowed a few moments to prepare.					
Before giving medication, staff check the "Five Rights:" the right child, the right medication, the right dose, the right route, and at the right time.					
Medication is given as instructed on the label.					
A medication record is kept that includes the child's name, date, time, medication, dose, route, who gave it, any complications (e.g., "spit up dose"), errors, and side effects.					
Medication errors are immediately reported to the appropriate supervisor.					
Before field trips, staff assess the medication needed, and plans are made for proper storage and equipment.					
Medication handling, administration, documentation, and storage are supervised and monitored regularly, and training updates are available.					