

BELAIR JEAN BONYTHON KINDERGARTEN

Administration of Medication

- ★ Medication will only be given when alternative arrangements cannot be made.
- ★ If medication needs to be given, parents must complete the *Administration of Medication* form, stating the date, name of the medication, dosage and time to be given. A parent must sign each entry.
The family doctor must also sign this form.
- ★ Medication must be given to a staff member to store.
- ★ When administering medication staff will record the time given, the dosage and sign the form. Another staff member must check this before the child takes the medication and this staff member will then countersign the form.
- ★ Medication must be provided in the container in which it was dispensed which indicates
 - ◆ The child's name
 - ◆ The dosage
 - ◆ The doctor's name
 - ◆ The date

ASTHMA

- ★ All children who have asthma need to have an asthma plan, completed by the child's doctor, with a copy filed at the kindergarten.

Staff training:

Staff need to have had up to date training to administer certain medications. If staff have not been trained, parents will need to stay with the child during session times until adequate training has been provided for staff and procedures are in place for this to occur.