

Thorne Ecological Institute
Thorne Natural Science School

Medication Administration Policy

Purpose

To ensure safe and accurate administration of routine medications to all children enrolled in Thorne Natural Science School (TNSS). Medication will only be administered by teachers who have successfully completed the required Medication Administration Certification and Delegation. The RN consultant will delegate and supervise the task of medication administration only to those staff members who have completed approved Medication Administration Training.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if dosage schedule can be arranged that does not involve the hours the child is in TNSS.

Medication Administration Policy

The following requirements must be met before administering medications.

- *Written Authorization from Health Care Provider with Prescribing Authority*
- *Parent written Authorization*
- Medication in the *original labeled* container
- Proper care and storage of medication
- Documentation of medication administration
- **Child cannot attend without required and completed paperwork**

Inhaled/nebulized medications, emergency injections (EpiPen®), and prescribed and over-the-counter medicines require a written health care plan or instructions completed by the child's Health Care Provider.

Parents are responsible for providing all medications and supplies to TNSS. In most situations, children should not transport medications to and from TNSS; this includes medication placed in a backpack. Special arrangements must be considered regarding the safe transport of medications for children attending TNSS.

Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g. Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or that are no longer being used at the center will be returned to the parent/guardian. If the medicine has not been picked up within one week of the date of request, then medication must be disposed of by a medication trained person or the RN according to established procedures.

Care and Storage:

Due to the mobile, outdoor setting of the Thorne Natural Science School, medications shall be stored in the backpack of the teacher. Medications that require refrigeration shall be stored in a leak-proof container in a cooler with the Director. Medication for children attending the TNSS Afternoon Session shall be stored in a secure, locked, clean container and under conditions as directed by the Health Care Provider.

PERMISSION TO ADMINISTER MEDICATION
IN THORNE NATURAL SCIENCE SCHOOL
(ONE FORM PER MEDICATION)

*To be completed by the child's health care provider
with prescriptive authority:*

Child Name: _____ Birthdate: _____

Medication: _____

Dosage: _____ Route: _____

Time of Day Medication is to be Given: _____

Special Instructions: _____

Purpose of Medication: _____

Possible Side Effects: _____

Start Date: _____ End Date: _____

Signature of Person with Prescriptive Authority Phone # Date

Print Name: _____

To be Completed by the Parent or Guardian:

I hereby give my permission for _____ to take the
(Child's Name)
above medication, in child care, as ordered by the health care provider. I understand that
it is my responsibility to furnish this medication.

Signature of Parent or Guardian Date

Note: The medication is to be brought to child care in the original container which clearly states the child's name, the health care provider, the name of the medication, date, time, and dosage. This form must also be filled out completely in order for the medication to be given. This is the Division of Child Care Licensing requirement.