

# St. Stephen's Preschool

## Protocol for Administration of Medications to Children While at School

In the case of an emergency, the preschool staff can administer medications to your child while at preschool.

- For the staff to be authorized to do so, parents must sign this Protocol and fully complete form Lic. 9221 (8/08), following all instructions stated on the form and leaving the medication and measuring device, if needed, in the preschool office.
- We also require, on St. Stephen's Preschool's Physician's Authorization to Administer Medication form, written instructions from your child's physician or health care provider working under the supervision of the physician (physician's assistant, nurse practitioner or registered nurse). These instructions may not conflict with the medication label and must include:
  - Specific instructions (such as symptoms) for administering the medication.
  - Potential side effects and expected response.
  - Conditions under which the medication is NOT to be administered.
  - Dose form and amount to be administered.
  - Actions to be taken in the event of side effects or incomplete treatment response, including actions to be taken in an emergency.
  - Instructions for proper storage of the medication.
  - The telephone number and address of the physician.
- If it is an inhaled medication, in addition to form Lic. 9221, form Lic. 9166 (2/01) must be fully completed for each staff member who may administer the inhaled medication.
- We can only accept medication when presented along with the necessary forms and written instructions.
- Your child's Physician's Report – Child Care Centers [form Lic. 701 (8/08)] must be on file in the Preschool office for us to be able to accept any medications for your child.

### **Emergency Medications**

The staff member who recognizes the emergency situation will administer the medication and call 911, after which the parent will be called. Parents will receive written documentation that the medication was administered.

All medications will be returned to the parent:

- when the predetermined period of time is over
- when the medication has expired
- at the end of the school year

I understand that I am encouraged to come to school and administer the required medications to my child myself. Furthermore, I understand that while the preschool staff are trained in CPR and First Aid procedures, no one on staff is a trained medical professional. If I request the preschool staff to administer medications to my child, I acknowledge that the above procedures will be followed. Additionally, and after deliberation on this issue, I agree to hold St. Stephen's Preschool and its employees, volunteers and principals completely harmless respecting any reaction my child may have due to receiving or not receiving medications I have authorized the preschool staff to administer.

Child's name \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_