

## ADMINISTRATION OF MEDICATION POLICY

Parents must complete in full and sign the Parental Authorization for Medication from prior to the administration of any medication. This form is available at the front desk. State licensing regulations require that the parents provide a signed authorization including administration and dosage procedures of each medication must be listed on the authorization form so the child can be properly monitored and parents notified accordingly. This authorization must specify the specific dates the medication is to be administered. A new authorization is required at the beginning of each calendar week.

Silver Star Academy will administer only those medications that are specifically labeled as a prescription with a doctor's name, child's name and dosage procedures outlined on the bottle. **NO OVER THE COUNTER MEDICATIONS OF ANY KIND WILL BE ADMINISTERED WITHOUT WRITTEN PRESCRIPTION FROM LICENCED MEDICAL PHYSICIAN.**

Such prescribed medications will be administered only to the child whose name appears on the label prescription container. Medications cannot be shared by multiple family members unless each persons name appears on the label. All medications must be dropped off and picked up at the front desk, each day. These

Medications will be stored in a locked secure area inaccessible to the children. Medication may not be transported to the classroom by parents. **NO MEDICATION MAY BE PLACED IN THE CHILDS BACKPACK OR TAKEN INTO THE CLASSROOM FOR ANY REASON.**

All the medicaments will be administered by the director or assistant director immediately following lunch each day. Only one medicament per child per day will be administered. Special circumstances requiring the administration of additional medications must be discussed with the director. It is discretion of the director to make exceptions to this policy in order to meet the needs of the child.

Parents signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parents,

As of February 14, 2019 our Medication Policy will be updated. From now on we will need a Doctor's note updated for as long as your child will need to take the medication, with start and end date that the child will consume it. Parents will still need to sign EVERY WEEK a Dispensing Medication Form in the front office, all medication will need to be dropped off with an admin at the front desk. Please also make sure the medicine is prescribed, we will not accept any over the counter medication. Aside from the doctor's note we also won't be giving any medication before lunch. We will only be able to give medicine ONCE a day after lunch time which will be after 11am, if it's necessary to give more than once, parents will have to come in and give it themselves to the child. Thank you so much for your cooperation!

Parent Signature:

X

Date: