



ADMINISTRATION OF DRUGS AND MEDICATION Procedure

Effective Date: October 1991

Revised Date: August 2015
November 2016
April 2018
September 2019
September 2023
February 2024 - *Blanket Items Policies and Procedures*

Attachments: *Prescription Medication Authorization Form*
Over-the-Counter Medication Authorization Form

Purpose

The purpose of this policy and the procedures outlined are to provide clear direction for the Medication Authority, Management Team, staff, placement students and volunteers to follow for administering drugs and medication to children at the child care centre and to ensure appropriate record-keeping. The term drugs and medications used in this policy refers to any product with a drug identification number (DIN).

Drugs and medications fall into the following two categories unless otherwise specified:

1. Prescription
2. Over-the-counter

The following items are *not* considered drugs or medication for the purpose of this policy, except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional:

- Sunscreen,
- Moisturizing skin lotion,
- Lip balm,
- Hand sanitizer and
- Diaper cream.

The policy and procedures support children's health, safety and well-being by setting out measures to:

- Ensure children receive only those drugs, medications, or products deemed necessary and appropriate by their parents;
- Reduce the potential for errors such as dosage;
- Ensure medications do not spoil due to improper storage;
- Prevent accidental ingestion;
- Administer emergency allergy and asthma drugs or medications quickly when needed and
- Safely administer any drug, medication or product according to established routines.

This policy is intended to fulfil the obligations set out under Ontario Regulation 137/15 for the administration of drugs and medication in a childcare centre.

Policy

Parental Authorization to Administer Medication:

- Whenever possible, parents will be encouraged to administer drugs and medication to their child at home, provided this can be accomplished without affecting the child's treatment schedule.
- Prescription and over-the-counter medications for *acute, symptomatic treatment* will only be administered to a child where a parent of the child has given written authorization to do so by completing a Prescription Medication Authorization Form or Over-the-Counter Medication Authorization Form.
- If the request is to administer over-the-counter medication, the product must be accompanied by a *payment receipt*.
- All drugs and medications must be *clearly labelled* with the child's name.
- Over-the-counter medications used to mask the signs and symptoms of ill health are not permitted unless prescribed by a doctor; even then, the 24-hour symptom-free rule applies.
- The authorization must include a schedule that sets out the times that the drug or medication is to be given and the exact amounts to be administered.
- Where the drug or medication is to be administered on an 'as needed' basis, the parent's written instructions must clearly explain what 'as needed' means, such as:
 - When the child has a persistent cough or difficulty breathing and
 - When red hives appear on the skin.
- If a parent's written instructions say 'take as needed,' this is not enough. The parent must include information about signs and symptoms that indicate that it's time for the child to take their medication.
- Prescription and over-the-counter skin products with a DIN that need to be administered for acute and symptomatic treatment will only be administered to a child where a parent of the child has given written authorization to do so by completing the Medication Authorization Form. i.e. medicated diaper cream for severe diaper rash.
- Medication Authorization Forms used on an 'as needed' basis will be reviewed with parents annually to ensure that the dosage continues to be accurate based on the child's age or weight.
- Should a parent omit their signature from the blanket authorization form, their child's

name is marked accordingly on the appropriate attendance sheet, indicating the non-participation.

Roles and Responsibilities of Staff

Under the CCEYA, section 40 (1)(c), the Medication Authority is to be one person who is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or a person designated by that person. At Faith Infant and Early Education Centre, the Medication Authority is the person employed as the Cook. This person has been thoroughly trained in the Administration of Drugs and Medication Policy, storage and handling of all drugs and medications both at room temperature and those requiring refrigeration.

In the absence of the Cook, the Supervisor and then the Administrator become responsible for the administration of all drugs and medications. Should all three be out of the Centre at the same time, a designate will be assigned.

All drugs and medication forms are posted in the kitchen, and administration of all drugs and medications are documented on the form, as well as in the classroom daily journal.

All drugs and medications are to be given to the classroom teachers upon arrival with the completed and appropriate Medication Authorization Form. The teacher is to properly prepare the drug or medication in a sealed Ziploc bag, labelled with the child's name and call the Medication Authority for pick up. A copy of the authorization form will be placed in the larger bag, with the medication remaining in the smaller Ziploc bag for easy travel to and from home. The Medication Authority will verify the form is complete and place the drug or medication in its appropriate place.

Should the teacher notice that the Medication Authorization Form is incomplete, they may assist the parent to complete for form correctly or direct them to the kitchen to speak with the Medication Authority. From time to time, the parent is unaware of the amount of information that is required on the form. The Medication Authority is knowledgeable about the signs and symptoms of most day-to-day and common medications. For those who are more unfamiliar, a detailed search will be conducted on the drug or medication package itself or the internet.

All drugs and medications are to remain in the lockbox until the end of the day when the parent arrives for pick up. There are to be absolutely no drugs or medications left in a child's cubby, as proper storage of medication is a requirement of the Child Care and Early Years Act 2014.

Administration of Drugs and Medication

Faith Infant and Early Education Centre will only administer drugs or medication if all the following are adhered to:

- A drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication;
- The Medication Authorization Form that accompanies the drug or medication has a schedule that sets out the times of administration and amounts to be given. At no time will the Medication Authority increase the dosage based on the parent's recommendations. The pharmacy label or dosage instructions must be followed in each case.

- Suppose the dosage on the Medication Authorization Form differs from the dosage on the drug or medication. In that case, the parent must obtain a doctor's note that clearly indicates the child's name, the name of the drug or medication, and the instructions to be followed, including the dosage to be given.
- The drug or medication must be administered from its original container as supplied by a pharmacist or the original, unopened package. Medications that have been removed from their original package or transferred into a different container WILL NOT be accepted or administered to the child.
- The container or package is clearly labelled with the following:
 - The child's name,
 - The name of the drug or medication,
 - The dosage of the drug or medication,
 - The side effects,
 - The DIN number
 - Instructions for storage,
 - Instructions for administration,
 - The date of purchase of the prescription or medications,
 - The expiry date of the medication, if applicable, and
 - Contains a measuring cup or measuring spoon.
- The written authorization form is to match the requirements above and be completed and signed by the parent. Once complete, the program staff must verify it to be true and turn it over to the Medication Authority.
- Where information is missing on a drug or medication label or a Medication Authorization Form does not match the instructions, the Centre will not accept or administer the medication.
- *Storage of Drugs and Medication:*
 - All drugs and medications will be stored as per their label and as indicated on the Medication Authorization Form.
 - A lockbox in the kitchen cupboard or a locked bag inside the refrigerator.
 - All medications will be inaccessible at all times to the children.
- Should the medication be over-the-counter (without a prescription label), the information portion of the Medication Authorization Form is secured to the box or bottle containing the medication.
- Times, signs or symptoms to administer medications must be specific. As needed, it is too general to place on the form. For example, when a child has hives, red puffy eyes, itchy, etc.

*Faith Infant and Early Education Centre is within its right to **refuse** to administer any prescription or over-the-counter drugs, medication or products to a child if it does not have a DIN clearly placed on the package or container. Over-the-counter drugs, medication or products containing an HM or NPN number will be considered depending on their intended purpose.*

- DIN: Drug Identification Number
- HM: Homeopathic Medicine
- NPN: Natural Product Number

It is not the best practice of Faith Infant and Early Education Centre to permit parents to give written instruction for fever reducers for anything other than a teething infant in pain or pain due to something such as a broken bone. According to the policies of York Region Public Health, a child with a temperature of 100.4 degrees or higher is to be picked up and excluded until they are 24 hours symptom-free. *Teething does not cause a fever.*

Day-to-Day Medication

All drugs and medications are kept in a locked box in the kitchen cupboard or a locked bag in the kitchen refrigerator, **except** for those used on a day-to-day basis or as needed for chronic issues such as the following:

- medicated ointments for diaper rash,
- puffers for asthma,
- antihistamine for an allergic reaction or
- EpiPen for an anaphylactic reaction.

The parent will need to sign a Medication Authorization Form, such as they would for the administration of any drug or medication for the items listed above. A new sheet must be completed if there are any changes in the medication, dosage, signs or symptoms or times of administration.

All Medication Authorization Form instructions completed by the parent must match those printed on the label of the product or as instructed by a doctor. If the Medication Authorization Form and instructions on the label do not match, Faith Infant and Early Education Centre will not administer the medication. The parent will need to obtain a doctor's note with specific information that clearly indicates the child's name, the name of the drug or medication, and the instructions to be followed, including the dosage to be given.

A review of any IPs, such as an Anaphylactic Allergy Information Sheet or a Child with Medical Needs, will be conducted should there be significant changes to a child's plan.

In reference to emergency medications:

- They will never be locked up but will be made easily accessible to all staff.
- They will never be accessible to the children.
- All staff, placement students and volunteers will be made aware of where these medications are kept.
- They will be carried in the Emergency Bag at all times, including on neighbourhood excursions, field trips, and evacuations.
- When emergency medication is given, parents are contacted and, if necessary emergency services.
- Any administration of an emergency medication is documented on the Medication Authorization Form, the appropriate daily journal as well as the child's ill health record.

Blanket Authorization Products

The following items do not constitute drugs or medication for the purpose of the Blanket Authorization except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional:

- Sunscreen,
- Moisturing skin lotion,
- Lip balm,
- Hand sanitizer, and
- Diaper cream.

The above-listed products may only be administered in accordance with the following rules:

1. **Written parental authorization:** When the parent signs the blanket authorization in the child's registration package, these products do not require an Over-the-Counter Medication Authorization Form.
2. **Omission of parental authorization:** When a parent does not sign the blanket authorization in the child's registration package, their child's name is marked accordingly on the attendance sheet for the appropriate program.

When administering the items listed above under the Blanket Authorization, the staff are to ensure the following:

1. The parent of the child has given written authorization on the child's registration form.
2. The product is stored in accordance with the instructions for storage on the label.
3. The product or package is clearly labelled with the child's name.
4. The product or package is clearly labelled with the name of the product.
5. The product is administered to the child from the original container or package in accordance with any instructions on the label AND any instructions from the parent of the child.

The staff will generate an ongoing list of all children in each program that use products listed in the blanket statement. It will list the product name when it is to be applied.

For example,

- Joe - Vaseline - Apply after every diaper change - Use a thin layer

For children who do not have signed permission for the products listed or use only a select few of the products listed, their names and products will be appropriately noted on each group form. All forms are kept in or near the washroom for easy access.

Adverse Reaction or Incorrect Administration of a Drug or Medication

1. Where there is an adverse reaction to *any* drug, medication or product, the person in charge must immediately:
 - a. Administer first aid, where appropriate,
 - b. Contact emergency services, where appropriate and send the drug or medication and Medication Authorization Form with the child if they are leaving the premises,
 - c. Notify the parent of the child,
 - d. Notify the Management Team,
 - e. Document the incident in the appropriate daily journal and

- f. Document any symptoms of ill health in the child's records, where applicable.
2. When *any* drug, medication, or product is administered incorrectly:
 - a. Where applicable, follow the steps outlined above and
 - b. Contact the parents to report the error,
 - c. Report the error to the Management Team,
 - d. Document the actual administration of the drug, medication, or product on the Medication Authorization Form or appropriate form and
 - e. Document the incident in the appropriate daily journal.
 3. When *any* drug, medication, or product is administered to the wrong child:
 - a. Where applicable, follow the steps outlined above (1),
 - b. Contact the parents of the children affected to report the error,
 - c. Report the error to the Management Team,
 - d. Document the incident in the appropriate daily journal, and
 - e. Administer the medication to the correct child.

Where any reaction results in a life-threatening situation for the child, call 9-1-1 and follow the Serious Occurrence Policy and Procedures.

Record Keeping

Medication Authorization Forms are posted in the kitchen. Documentation is required every time drugs or medications are administered to a child, whether it is on a specific schedule or an as-needed basis.

The following needs to be documented when giving drugs or medication:

- The date, time and staff initials are entered.
- If the child is absent on a day when medication is to be administered, that is to be documented to account for all days during the treatment.
- If a dose is missed or given late, the reason why will be documented, both on the form and in the program's daily journal, and the parent will be notified.
- When an 'as needed' medication is given to treat specific signs and symptoms outlined on the Medication Authorization Form, the reason for giving the medication will be documented on the form as well in the appropriate daily journal. The parent will be notified.

Confidentiality

Information regarding a child's medical needs will be treated confidentiality, and every effort will be made to protect the privacy of the child, except when information must be disclosed for the purpose of implementing the procedures in this policy and for legal reasons. Disclosure could include the Ministry of Education, College of Early Childhood Educators, law enforcement authorities or a Children's Aid Society.

Returning Medication

Where drugs or medication have fulfilled the listed treatment period or where they are past their

expiry date, they will be returned to the parent of the child, where possible. A signature on the Medication Authorization Form by the Medication Authority will be documented, with the form being submitted to the main office to be placed into the child's file.

Where attempts have been made to return a drug or medication to a parent and the parent has not taken the medication home, a member of the Management Team will then return the drug or medication to the local pharmacy for proper disposal. The Medication Authority will document each attempt made to return the drug or medication on the back of the Medication Authorization Form. The same information will be documented in duplicate in the office daily log book.

Where a product covered under the Blanket Authorization is unable to be returned, it will be submitted to the Management Team, who will dispose of it according to the instructions listed on the label or return it to the pharmacy.

Administration of drugs or medications

40. (1) Where a licensee agrees to the administration of drugs or medications, the licensee shall ensure that,

- (a) a written procedure is established for,
 - (i) the administration of any drug or medication to a child receiving child care at a child care centre operated by the licensee or at a premises where it oversees the provision of home child care, and
 - (ii) the keeping of records with respect to the administration of drugs and medications;
- (b) all drugs and medications on the premises of a child care centre operated by the licensee or at a premises where it oversees the provision of home child care are,
 - (i) stored in accordance with the instructions for storage on the label,
 - (ii) administered in accordance with the instructions on the label and the authorization received under clause (d),
 - (iii) inaccessible at all times to children, and
 - (iv) in the case of a child care centre, kept in a locked container;
- (c) one person in each child care centre operated by the licensee and in each premises where it oversees the provision of home child care is in charge of all drugs and medications and that all drugs and medications are dealt with by that person or a person designated by that person in accordance with the procedures established under clause (a);
- (d) a drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug or medication and that included with the authorization is a schedule that sets out the times the drug or medication is to be given and amounts to be administered; and
- (e) a drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package and that the container or package is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration. O. Reg. 137/15, s. 40 (1); O. Reg. 254/19, s. 10.

(2) Despite subclauses (1) (b) (iii) and (iv) and clause (1) (c), the licensee may permit a child to carry his or her own asthma medication or emergency allergy medication in accordance with the procedures established under clause (1) (a). O. Reg. 137/15, s. 40 (2).

(3) The following items do not constitute drugs or medication for the purposes of this section, except where the item is a drug, as defined in the *Drug and Pharmacies Regulation Act*, prescribed for a child by a health professional:

- 1. Sunscreen.
- 2. Moisturizing skin lotion.
- 3. Lip balm.
- 4. Insect repellent.
- 5. Hand sanitizer.
- 6. Diaper cream. O. Reg. 174/21, s. 22.

(4) In respect of an item described in subsection (3) that does not constitute a drug or medication for the purposes of this section, a licensee shall ensure that,

- (a) the item is administered to a child only if a parent of the child has given written authorization for the administration of the item;
- (b) the item is stored in accordance with the instructions for storage on the label and the container or package is clearly labelled with the child's name and the name of the item; and
- (c) the item is administered to a child only from the original container or package and in accordance with any instructions on the label and any instructions provided by the parent of the child. O. Reg. 174/21, s. 22.