**COMMUNITY ACTION PROGRAM OF EVANSVILLE/ HEAD START**

**MEDICATION ADMINISTRATION**

Head Start staff will not give any medications or carry out special medical procedures without the proper documentation, which includes:

1. A statement from the physician (or other person legally authorized to prescribe medication) should be provided with complete instructions for the dose, frequency, method to be used (e.g. before meals, take with food), and duration of administration in writing by a signed note or a prescription label. The instructions should be legible and easily understood and medication should be in the original container.
2. A written statement from the parent/legal guardian, giving Head Start staff permission to administer medication. This statement would be needed for over the counter medications as well as prescriptions written by the family physician. This statement should include the date, name, and instructions of the medication (which should match label instructions), and parent /legal guardian’s signature.
3. The Coordinator of Health Services should be immediately notified of all children receiving medications. All above written documentation should be forwarded to the Coordinator of Health Services once the medication has been completed or as the medication sheet is filled.
4. Each time medication is dispensed during program hours, the amount of medication given, the time and date of administration, and the name of the staff administrating the dose is recorded on the child’s medication record. If for any reason the medication is not given, a note shall be included on the medication record with the reason for the omission. *A note should also be sent to the parent/guardian*.

Please note the following federal and state regulations concerning the administration of medications at the school site:

* + All medications are to be kept under lock and key including those that are to be refrigerated. This would also include any medications that staff would have to take. All medications are to be inaccessible to children.
  + If after giving medication to a child, the caregiver notices a change in behavior, which may be attributed to the medication, the caregiver must document the change, notify the parent, notify the Coordinator of Health Services, and their immediate supervisor. In extreme cases (e.g. choking or breathing difficulty, call 911)
  + Medications may not be brought to the school by the child, but may be given to the bus driver. The teacher or Coordinator of Health Services should have previous knowledge that the medication is coming.
  + With parent’s written approval, centers may use preventative products, such as sun screens, insect repellents, non-medicated cornstarch, and petroleum jelly and A&D ointment without a physician’s order. The caregiver would need to fill out the Medication Record form.
  + Ensure that parents receive the container if the medication is completed at the site in case there are questions or refills needed.