

## NEIGHBORIMPACT HEAD START & EARLY HEAD START

### Policy & Procedure

<b>Policy #:</b> HS-1 <b>Title:</b> Administration of Medications <b>Section:</b> Subpart D-Health Program Services	<b>Approval Date:</b> 5/8/2025 <b>Procedure Revision Date:</b> <b>Most Recent Board Review:</b> 5/8/2025 <b>PC Approval Date:</b> 10/17/2024
<b>Forms Required:</b> <a href="#">Individual Child Classroom Health Plan</a> , Medication Administration Authorization and Log, Monthly Health and Safety Checklists	
<b>Performance Standards:</b> 1302.47, CCD: 414-300-0230, CFOB: 3.6.3.1-3.6.3.3	<b>Page 1 of 2</b>

**Policy:** To assure that children who need medication can have it delivered in a safe and timely manner.

**Purpose:** Staff will facilitate appropriate, safe and timely medication administration.

**Procedure:**

- A. The need to administer medication will originate by either the parent or medical provider. All medications, including over the counter medications administered at school require written orders from a medical provider (a prescription label is considered written orders). The only exceptions to this are sunscreen and diaper cream.
- B. The Health office, HSA or TA with the parent/guardian will initiate an Individual Child Classroom Health Plan for any child needing medications. The Individual Child Classroom Health Plan must be implemented before the child's first day of school attendance with the RN, parent, and Head Start staff signatures.
- C. The Individual Child Classroom Health Plan will be sent to the Health Services Manager or Health Services Coordinator for review and approval prior to implementation. The Individual Child Classroom Health Plan must be signed by the Health Services Manager or Health Services Coordinator prior to implementation.
- D. **No medication will be given without all signatures, dates and instructions in place.**
- E. The Health Services Manager, in conjunction with the RN consultant, is responsible for training the staff, on the generalities of that particular disease process. Training will be documented in ChildPlus. Assigned staff will be trained on Medication Administration annually in accordance with OAR 851-047-0020, 0030. Medication administration training will occur quarterly to ensure new staff are trained.
- F. A copy of the Individual Child Classroom Health Plan will be maintained in the teacher/classroom notebook, transportation notebook, and uploaded in ChildPlus in the health tab.
- G. Health staff will enter the medication into the Medication Log in the Health Tab in ChildPlus.

- H. The parent is responsible for providing the medication to the center prior to the child starting school. The medication must be in the original container and labeled with the child's name; date the prescription was filled; medication expiration date; and legible instructions for administration. The medication must remain at the center and not travel back and forth with the child between center and home to the extent that this is possible.
- I. Medication in pill form received from parent will be counted and double verified upon receipt and return to parents. Staff will document amount of medication received and sent home on Medication Authorization form.
- J. For children who are identified as needing medication, after already being in attendance, will follow the same steps with the exception of the time frames. It is crucial that undue barriers do not keep a child from attending class.
  - a. The Teacher, Head Start Advocate, Site Coordinator, and Health Office will work with the family to ensure that an Individual Child Classroom Health Plan, Medication Administration Authorization and Log, and medication comes to school appropriately before the child's attendance in the classroom.
  - b. Exceptions to this rule may apply and can only be approved through the Health Services Manager who will work with the appropriate individuals to ensure that proper plans for child safety are in place while working through any barriers to get needed paperwork or medication in place.
- K. Sunscreen is considered a medication. It must be stored out of the reach of children in a locked cabinet when not in use. Parents give permission for sunscreen application on the Permission Form at enrollment. Daily administration of sunscreen does not need to be documented.
- L. All medications are kept out of the reach of children in a medication bag and locked cabinet. Spacers for inhalers do not need to be locked.
- M. A bright pink sign will be placed above the grab and go backpack to clearly show where medications are stored in the classroom
- N. If medication needs to be refrigerated, it is kept separate from the food in a locked box/medication bag.
- O. A picture of the child will be placed on the medication bag of each child.
- P. The Medication Administration Authorization and Log will be kept in the medication bag with the medication. Prior to administration, the classroom staff will verify:
  - a. Right medication
  - b. Right student
  - c. Right dose
  - d. Right time
  - e. Right route
  - f. The Medication Administration Authorization and Log must be completed at the time of medication administration. A copy of the Administration Authorization and Log will be made after each administration and sent home to the parents so they know medication

was administered at school. At the end of the school year, or when the form is full it is uploaded in ChildPlus in the health attachments

If a medication error occurs, the staff person will immediately contact the Health Services Manager for follow-up. The Health Services Manager will work with the RN Consultant for any possible side-effects that may need to be managed. The Health Services Manager will phone the family to inform them. The reason for the error will be examined and the staff will be retrained accordingly. Documentation will occur on an Incident Report Form.

- Q. Expiration dates on medication will be checked monthly on the Health and Safety checklist. If a medication is to expire within the next month, the HSA/TA will contact the family to replace the medication prior to the expiration date. An updated Medication Administration Authorization and Log should be completed at the same time.
  
- R. Parent shall be informed daily of medication administration to their child. Document conversations with parents in ChildPlus in the Family Services Events.
  
- S. The staff must return unused medication to the parent. The parent is required to sign the Medication Administration Authorization and Log stating that they received the medication.
  
- T. Monitoring of Administration of Medications occur at the site through the Health and Safety Checklists. The health office will monitor each classroom at least one time per year.