



## **Medication Administration at Camp Glide**

### **Aims:**

This policy was written to encourage communication between the parent and the child's health care provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in child care.

### **Intent:**

Assuring the health and safety of all children in our Camp is a team effort by the child care provider, family, and health care provider. This is particularly true when medication is necessary to the child's participation in child care. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

### **Guiding principles and procedures:**

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to child care, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to child care to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care. This is for the protection of the child who is ill as well as the other children in child care.
3. Medication will only be given when prescribed with a prescription by the child's health care provider and with written consent of the child's parent/legal guardian.

A 'Medication administration form'. All information on this form must be completed before the medication can be given. Copies of this form can be duplicated or requested from the child care provider.

4. "As needed" medications may be given only when the child's health care provider completes a Permission Form that lists specific reasons and times when such medication can be given.

5. Medications given at Camp Glide will be administered by a staff member designated by the Camp Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

6. Any prescription or over-the-counter medication brought to the Camp must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labelled with the appropriate information as follows:

Prescription medication must have:

- ✓ the original pharmacist label that includes the pharmacist's phone number
- ✓ the child's full name
- ✓ the name of the health care provider prescribing the medication
- ✓ name and expiration date of the medication
- ✓ the date it was prescribed or updated
- ✓ dosage, route, frequency, and any special instructions for its administration and/or storage.

It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use in child care.

Over-the-counter (OTC) medication must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency, and any special instructions for administration and storage, and expiration date must be clearly visible.

Any OTC without instructions for administration specific to the age of the child receiving the medication must have a completed Permission Form from the health care provider prior to being given at Camp Glide.

7. Examples of over-the-counter medications that may be given include:

- Antihistamines
- Decongestants
- Non-aspirin fever reducers/pain relievers
- Cough suppressants

- Topical ointments, such as diaper cream or sunscreen

8. All medications will be stored:

- Inaccessible to children
- Separate from staff or household medications
- Under proper temperature control
- A small lock box will be used in the refrigerator to hold medications requiring refrigeration.

9. Unused or expired medication will be returned to the parent/guardian when it is no longer needed or be able to be used by the child.

10. Records of all medication given to a child are completed and signed by the staff designated to give the medication. These records are maintained at Camp Glide. Forms include

- Permission to Give Medication in Child Care
- Name and address of doctor
- Emergency Contacts
- Administration procedure
- Other useful information
- Medication Administration Log

11. At least one member of staff with paediatric first aid will be present at Camp Glide on all operational hours. Members of staff who have the most appropriate training will administer medication. Where further guidance on the use of medication is necessary Camp Glide will ask parents or their doctor to demonstrate how the medication should be administered. Camp Glide will consult a doctor on matters when further training is required to administer medications e.g. injections.

12. Information exchange between the parent/guardian and child care provider about medication that a child is receiving should be shared when the child is brought to and pick-up from Camp Glide. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff to the parent/guardian.

13. Confidentiality related to medications and their administration will be safeguarded by the Camp Director and staff. Parents/guardians may request to see/review their child's medication records at Camp Glide any time.

14. Parent/guardian will sign all necessary medication related forms that require their signature, and particularly in the case of the emergency contact form, will update the information as necessary to safeguard the health and safety of their child.

15. Parent/guardian will authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about the medication the child is receiving, and will also authorize the health care provider to speak with the Director or Director's designee in the event that a situation arises that requires immediate attention to the child's health and safety particularly if the parent/guardian cannot be reached.

16. Parent/guardian will read and have an opportunity to discuss the content of this policy with the Director or Director's designee. The parent signature on this policy is an indication that the parent accepts the guidelines and procedures listed in this policy, and will follow them to safeguard the health and safety of their child. Parent/guardian will receive a copy of the signed policy including single copies of the records referenced in this policy.

17. This policy is to be reviewed for each year and whenever necessary.

**Reviewed 08/09/2021**

**Andy Setters**