



Administration of medications

Waterloo Co-operative Preschool will only administer emergency medications (Epi-pen, asthma inhalers, or medication for seizures, diabetes, or allergic reactions) due to the limited time the child is in the program. Please arrange to administer all non-emergency medications before or after the program. Please note: Tylenol or other similar medications can not be administered to mask an illness.

Emergency medications will be stored in their original container/packaging and clearly labeled with the child's name, name of drug, dosage of medication, date of purchase, date of expiration, and any instructions for storage. These medications will be stored in the first aid box in the classroom or in the backpack, and consent forms, logs and emergency plans will be stored in the binder.

All medications will be carried and administered by the lead teacher indicated on the Administration of Medication forms or Emergency plan, unless parental permission is signed to allow the child to self administer a puffer or epi-pens, or has signed to allow the child to carry their own puffer or epi-pen in a carry pouch.

Where there is no set schedule to give a child medications, the form must include specific signs and symptoms to observe to define the need to administer the medication. Where a child's Individualized Plan includes written authorization from a parent to administer medication and sets out all the info required in the medical authorization form (ie. name of drug, dose, schedule, signs and symptoms and parent signature) the medical authorization form is not required. No other medication can be carried by a child.

If emergency treatment is required, the lead teacher will record it on the medication log with the time, date, dose and reason for administration, as well as a note in the daily journal and child's permanent record.

Medication should be kept as per manufacturing instructions and dispensed in a well-lit area and, where possible, it is preferable to remove a child from the activity area to administer medication in a quiet environment with the least possible interruption. Leftover medication or surplus of medication should be returned in the original container to a parent of the child or safely discarded with parental permission. For more information see: Safe Disposal of Prescription Drugs Ontario Medications Return Program (OMRP) Ontario Sharps Collection Program (OSCP)

Any accidental administration of medication (e.g., medication administered to the wrong child or error in dosage given) is a serious occurrence and must be recorded and reported to the supervisor, who should then notify a parent of the child. If adverse symptoms are evident upon accidental administration of medication, staff will call emergency services and follow the Serious Occurrence Policy.

Waterloo Co-operative Preschool does not permit over the counter products such as , sunscreen, lotion, lip balm, bug spray, as well as diaper creams, to be used during class due to the limited amount of time children are in the program. Please ensure no medications, creams etc, of any kind are left in your child's bag and that sunscreen or bug spray is applied prior to drop off this is parents responsibility.

Due to the limited time children attend the Preschool, Diaper creams for acute symptomatic treatment should be applied at home before or after the program.

Waterloo Co-operative Preschool prefers to use soap and water to wash hands, however, hand sanitizer may be used during field trips or when outside. Parents must sign for permission in the enrollment package to allow children to use the hand sanitizer supplied by the preschool when soap and water is not easily available.

Please refer to Anaphylactic Policy and follow all emergency plans:

<https://static1.squarespace.com/static/5c02957970e802a128c204b7/t/5dba3480cbf3eb2b7a000874/1572484225315/Anaphylaxis+and+Emergency+Policy+-+2019+September.pdf>

Revised: November 2023 by Tracey Marques.

Approved By: Sravani Tammishetti(Admin Assistant) on January 5, 2024

Seconded By: Matt McKarney (President) on January 8, 2024