

Medication Policies

Prescription and Non-Prescription Medication

Some children may need to take medications during the hours they are in school. All prescription and non-prescription medications must be accompanied by written instructions from the parent or guardian on the form provided. A prescription label also serves as written instructions by a physician for medications and food supplements as long as the below stated requirements are met.

Everyone administering medication in the center will be trained in medication administration. Each time medication is administered; a written record or log will be used, including dosage, date, and time. The log will be kept on file for one year.

The following will be required for any prescribed medication given to a child:

- First and last name of the child on the original, childproof container
- Current date (within the last twelve months) on the label
- Exact dosage to be given and the means of administration notes on the label
- Exact time to administer medication (as needed is not acceptable)

Non-Prescription Medication

Sometimes you may want your child to take over-the-counter medications, such as Tylenol (or other pain relievers) or use other non-prescription medications. Fever reducing medications that do not contain aspirin; or cough medicine that does not contain codeine may be administered by the center **with written instructions from a licensed physician.**

Knox County Head Start requires that over-the-counter medications be in their original container and labeled with:

- The child's first and last name
- The current date
- The expiration date (KCHS staff may not administer expired medication)
- Specific instructions for giving, storing, and disposing of the medication

A log will be kept that including dosage, date, and time each time non-prescription medication is administered. KCHS employees can only administer over-the-counter medication for three consecutive days. This log will be kept on file for one year.

Over-the-Counter Creams/Topical Ointments

Over the counter creams/topical ointments must always follow the age and dosage requirements noted on the original container. The center may also provide topical ointments such as sunscreen that will require a parent's signature prior to use. This policy is subject to change without notice to meet ODJFS licensing requirements and Head Start Program Performance Standards.