

Medication Policy



NM Child Care Licensing [8.16.2.25 NMAC - Rp, 8.16.2.25 NMAC, 02/14/05; A, 08/31/06]

- 1 Please see the director to sign in all medications, giving the center your written permission to administer the medication. A Medication slip and the Medication log must be filled out.
- 2 All medications must be in their original container, labeled, and locked up so they are inaccessible to children.
- 3 Prescription and non prescription medications will only be given as indicated on the medication's label.
- 4 The center will follow all age and duration instructions for non prescription medications.
- 5 Tylenol will only be given with a doctor's note indicating the reason for the medication, duration, and dosage. The center will not keep Tylenol on-hand for children who are teething and each new time a parent requests the center to administer Tylenol, an new note is needed.
- 6 Medications will only be administered through the front desk. Medication can not be given to classroom teachers. The director will administer all medications. In the director's absence, the posted "Person in Charge" will administer medications.
- 7 The designated staff member will ensure non-prescription and prescription medication have a label with the child's name and the date the medication was brought to the center.
- 8 The center will keep non-prescription and prescription medications in the original container with written instructions, including name of medication, the dosage, and the hours and dates the child should receive the medicine.
- 9 When a medication is administered, the designated staff member will keep and sign a written record of the dosage, date, and time the child is given the medication.
- 10 This information is available at all times and is documented on the Medicine Log
- 11 Upon pick up, the parent/guardian will initial the Medicine Log to acknowledge the information was received on the day the medication was given.
- 12 The center will not administer any expired medications
- 13 When a medication is no longer needed, it will be returned to the parent/guardian or destroyed.

I have read and understand the medication policy

Parent/Guardian's Printed Name

Parent's Signature

Date Signed