

## **NSU Preschool Academy Program Decision on the Administration of Medication**

NSU Preschool Academy has made the following decision regarding the administration of medication: **Authorized staff WILL ONLY administer prescription medications.** The Preschool Academy will administer prescription medication by all routes covered in the MAT course (oral, topical, eye, ear, patches, and inhaled, medications and epinephrine via an auto-injector device).

The Preschool Academy will administer medication in accordance with VDSS child day program regulations pertaining to the administration of medication in a child day program. Only a staff member who has completed the appropriate training or has appropriate licensure, and is listed as a medication administrator in the Program's Decision Regarding Medication Plan will be permitted to administer medication in the program.

### **Forms and Documentation Related to Medication Administration**

Medication Consent Form: The program will accept permission and instructions to administer medication on the VDSS form Written Medication Consent Form.

### **Handling Storage and Disposal of Medication**

All medication will be properly labeled with the child's first and last name and be accompanied by the necessary parent permission and health care provider instructions in accordance with VDSS regulations **before** it will be accepted from the parent or parent representative. All medication will be kept in its original labeled container. Medication will be kept in a locked place using a safe locking method that prevents access by children.

### **Medication Errors**

If a medication error occurs in the program, we will notify the child's parent immediately. We will maintain confidentiality of all children involved.

### **Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except VDSS designees or other person authorized by law unless the child's parent gives written permission. Information about any child in my program will be given to the local department of social services if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

### **ADA Statement for Programs**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in my program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, we will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alternation to the program, the child will not be excluded from the program.

**Provider Statement**

We understand that it is our responsibility to follow the PROGRAM'S DECISION REGARDING MEDICATION plan and all health and infection control regulations applicable to child day programs. We will verify and document the credentials for all new staff certified to administer medication before the staff is allowed to administer medication to any child in the program.

The PROGRAM'S DECISION REGARDING MEDICATION plan will be made available to parents at enrollment, whenever changes are made, and upon request.

**Provider and the parent of each enrolled child must sign below. A copy of this form must be maintained in each child's individual file.**

**Facility Name:** NSU Preschool Academy

**Provider's (staff) Name (please print):** \_\_\_\_\_

**Provider's (staff) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_