

## Medication at School

Dear Parents,

Our Day Care Facility License, allows us to administer asthma and allergy medications to children on an as needed basis. We have staff on-site that are trained in medication and administration, and are licensed to give out medications.

- 1) We are only allowed to administer medication to a child whose physician has **completely and correctly** filled out the appropriate paperwork.
- 2) We need two different forms filled out –

**A Written Medication Consent Form** (one for each individual medication)

This is filled out by the doctor and there is a section for parents to fill in. It gives us the information about the medication.

Each medication must have its own form.

**and**

**An Individual Health Care Plan for a Child with Special Health Care Needs.**

This form is filled out by the Physician and Parent must sign it.

The doctor must give detailed instructions as to when a medication would be used. It must list specific symptoms and the actions that must be taken for each symptom.

Additionally, we suggest that you request an **Allergy Action Plan**. This very clearly lists symptoms and the action to take for each one.

- A **These forms must be updated every six months.** We will inform you one month before so that you can arrange for the updated forms.
- A **We are unable to accept paperwork without the medication and medication without paperwork.** The medication must be in its original container with the prescription information.

Please note -

If your child has been identified, either in a medical form or on any of the school paperwork, as having an allergy or asthma, please speak with the teacher and Idie Benjamin directly.

**Please call the Nursery School office and speak to Idie Benjamin if you need additional paperwork or clarification of this process.**