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| Heading: <b>Child Health and Safety</b>                  | P.S.#: 1304.22 (c)<br>(1-6) | Rev. 7/2004 |
| Policy Name: <b>MEDICATION ADMINISTRATION<br/>POLICY</b> | Policy # CHS 3              | Page 1 of 1 |

## **ADMINISTRATION OF MEDICATION**

SUU Head Start staff will administer medication to a child as a reasonable accommodation for a child's condition as directed by the child's physician.

### **Administration:**

Each Head Start classroom will have one staff person designated to administer medication to the child. There will be a second person designated to administer medication if the first designee is not in class. This will ensure there is no duplication in administering the medication. All medication (including fluoride) will be administered using gloves and following [universal precautions](#).

### **Documentation:**

The designated employee will keep a log of each time the medication is administered to the child. The Health Log will be maintained in the child's file. If there are changes in the child's behavior after the administration of the medication, staff will notify the parents or emergency contacts at once. Parents will then contact the physician, who will then determine if the medication will be continued. Parents will report to the teacher and documentation will be noted with the date and physician instructions. Parental permission forms for fluoride are included in the child's file in Central Office. Fluoride administration will be documented daily at the point of service, then sent to the Health Manager monthly.

### **Storage:**

The medication and fluoride will be stored in a designated locked container (which can be refrigerated if necessary) out of the reach of children. Medication will be given as privately as possible to avoid comment or interest from other children.

Medication may be administered during regular school hours only when:

- A parent or legal guardian has signed a form requesting medication be given by Head Start staff; and,
- The child's physician has provided a signed statement describing the method, amount and time schedule and a statement that administration of the medication by Head Start staff during school hours is medically necessary.

According to Utah Law (53A-11-601) SUU Head Start staff who provide assistance in substantial compliance with a guardian's request and the physician's written statement are not liable civilly or criminally for any adverse reaction suffered by the child as a result of taking the medication.

A copy of this policy is in the parent handbook.