



## Section 13

# Administering Medicine to a Child





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This regulation explains the procedures that operators must follow if they agree to give medicine to a child. This includes both patent (over the counter) medicine and prescription medicine.

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Every operator who agrees to administer patent or prescription medicine to a child shall:

- (a) obtain prior written permission from the child's parent or guardian;
- (b) accept only medicine brought to the facility by the parent or guardian;
  - (i) in the case of patent medicine, in the original container; or
  - (ii) in the case of prescription medicine, in a container supplied by a pharmacist;
- (c) designate one primary staff person on duty as having the responsibility of administering the medicine to the child;
- (d) ensure that the medicine is labeled with the child's name, the expiry date, the dosage and the time and method of administration;
- (e) ensure that the medicine is stored in location that is inaccessible to children;
- (f) keep written records of each dose, including the type of medicine, time of administration and amount of dose; and
- (g) require that the staff person who administers medicine sign the record referred to in paragraph (f).

## Regulation 39

**Giving Medicine to a Child****Why**

- To ensure that medicine is administered (given) safely to a child
- To ensure that medicine is stored safely

**What it means**

- If an operator agrees to give medicine to a child the operator must meet all of the criteria in the shaded box.

**How**

- Agree to administer medicine ONLY if you feel comfortable and competent to do so. If a child needs insulin injections or an EpiPen injection, for example, only agree to do so after training by a health professional and/or the parent.
- Develop a form (or ask the Regional Early Childhood Officer for an example) for the parent to complete with all information required to safely and properly administer a medicine:
  - name of child
  - name of medicine
  - purpose of medicine (optional)
  - dose – the amount of medicine to be taken at any one time
  - when the child has to take the medicine – e.g., specific time(s), or after eating
  - special instructions if any – e.g., take with a full glass of water
  - cautions, or side effects if any – e.g., may make the child sleepy
  - dates that the child has to take the medicine – e.g., for two weeks, starting February 17
  - a statement such as, "I [ name of parent ] give permission for [ name of operator ] to give medicine to [ name of child ], as above."
  - a place for the parent to date and sign
  - time medicine was given to the child
  - the amount of medicine that was given (the dose)
  - the staff person's signature (day care centres)
- Accept medicine from parents only if it is in the containers dispensed by pharmacist, health centre or the factory.
- Family day home operators, give the child the medicine yourself.
- Centre operators, designate one staff person to administer medicine.

- Label medicine with the child's name, expiry date, dosage, time and method of administration.
- Store medicine in a locked container following any directions on the label, such as "keep refrigerated."
- Keep these records on file at the facility.
- Watch for possible side effects, as indicated by the parent on the consent form, and take steps to make the child more comfortable as needed.
- Parents are responsible for providing equipment for any medication that requires specialized measurement and/or administration for example a puffer chamber and measuring spoons.
- EpiPens must always be accompanied with a completed medication form. Attach a copy of the prescription from the doctor or health practitioner to the medication form. EpiPens must be locked up in the medication cabinet while the child is in the classroom. The EpiPen should be carried on the staff responsible for the child, in a fanny pack, as soon as they leave the premises. For example on the outdoor play space, field trip, a walk in the neighbourhood, etc. The staff person must always stay close to the child.
- Keep glucose testing equipment in the locked medication cabinet. Parents must provide a sharps container for disposal of needles and strips. If a child requires injection of Insulin, the facility must develop a plan with the health care provider in order to provide the best care possible.
- For ongoing medication include a reminder to parents for refill in the special instruction. Complete a new medication form monthly for ongoing medication.

