

Bal Swan Children's Center  
**Medication Policy**

In order to help assure that medications are given safely and appropriately, medications are best administered by a child's parent/guardian. Therefore, Bal Swan prefers that medications not be sent to school. If a child needs a medication, parent/guardian should ask their child's health care provider if the medication can be prescribed at times when it can be given at home. (Many medications can be prescribed to be given twice a day instead of three or four times a day.)

However, there are some situations when medications may need to be given at school. This includes children with severe allergies or asthma who need to have medication kept at school to be given in case of a severe allergic reaction or an asthma attack.

If a child needs any medication kept/given at school (prescription OR over the counter), parent/guardian must follow the requirements detailed below.

Special Note: If a child needs to have medication kept at school for a potential emergency situation (e.g. severe allergic reaction, asthma, seizures, diabetes), the child will NOT be able to attend school until all consent forms and medications are in place.

**Medication Consent Requirement**

A medication consent form (or a combined care plan/medication consent for some specific health conditions) must be completed and signed by the parent/guardian and the child's health care provider. These forms are available on the school's website and in the office. Once completed, the form should be turned into the office. Child Care Licensing regulations require that this be in place BEFORE the medication can be accepted at school and BEFORE any medication can be given to a child.

Most medication consent forms are valid for 1 year. An updated plan/medication consent must be completed and submitted to the school before the current consent expires. (Child Care Licensing regulations do not allow children to attend school if their medication consent form has expired.)

**Severe Allergy Emergency Care Plan/Medication Consent**

If a child needs to have medication kept at school to be given in case of an allergic reaction (e.g. epinephrine and/or antihistamine), a "Severe Allergy Emergency Care Plan/Medication Consent" form must be completed.

Parent/guardian should complete the top section and the information at the bottom of the form. The child's health care provider should complete the middle part of the form.

Note: If the health care provider indicates on the plan that a second dose of epinephrine should be given if needed, TWO epinephrine units must be kept at school.

### Asthma Care Plan/Medication Consent

If a child needs to have asthma medication (e.g. inhaler) kept at school to be given as needed for asthma symptoms, an “Asthma Care Plan/Medication Consent” form must be completed.

Parent/guardian should complete the top section of the form. The child’s health care provider should complete the remainder of the form.

### Seizure Action Plan/Medication Consent

If a child has seizures OR needs to have seizure medication (e.g. diastat) kept at school in case of a prolonged seizure, a “Seizure Action Plan/Medication Consent” form must be completed.

Parent/guardian should complete the top section of the form, fill in the description of seizures, and sign at the bottom.

The child’s health care provider should complete the remainder of the form.

### Diabetes Care Plan/Medication Consent

Children with diabetes will need to have a diabetes care plan and medication consent for administering medications (e.g. insulin, glucagon).

If a child has diabetes, parent/guardian should contact the school nurse so that a diabetes care plan can be discussed.

### Medication Administration Consent Form (generic)

For all other medications not covered by the specific conditions above, a Medication Administration Consent Form must be completed. The child’s health care provider completes the top part of this form, and the parent/guardian completes the bottom of the form.

Note that this form must be completed for both prescription AND over the counter “medications”. This includes fever/pain medication (e.g. acetaminophen, ibuprofen), diaper rash cream, and cream to treat skin conditions.

### **Other Requirements**

Parent/guardian must supply all medication to the school.

Prescription Medication: Must be in the original labeled bottle or container and must have the original pharmacy label.

Over the Counter Medication: Must be packaged in the original container. The container must be labeled with the child’s first and last name. The medication type and dosage must match the information which is indicated by the health care provider on the medication administration consent form. If the medication is a liquid, a medication spoon or medication dispensing “cup” (available from the pharmacy) must be provided by the parent/guardian.

### Bringing Medication to School

Once all medication consent forms/care plans have been completed and submitted, parent/guardian should hand deliver the medication to a staff person in the office. Do NOT send any medication to school in the child's backpack or give it to their teacher. Trained school medication administrators will assure that everything is in order.

### Photo of Child

When bringing medication to school, parent/guardian must also provide a small photo of their child (face shot only, approximately 2 inches by 2 inches). The child's name should be written on the back of the photo. This will be attached to the child's medication bag to assist with identification.

### Medication Storage

Most medication (including inhalers and epinephrine) is stored in a medication bag (specific for that student), along with the medication consent/health care plan. Medication bags for all students in a particular classroom are kept in a classroom specific backpack with a childproof lock that is easily accessible and identifiable to staff but out of reach of children. This backpack (containing the medication bags) remains with the class at all times. When the students leave the classroom, the teacher transports this backpack so that it remains with the class. This includes school playgrounds, school gym, and locations off school grounds (nearby park, field trips, etc.)

For medications requiring refrigeration, the medication is stored in a special on-site refrigerator.

### Controlled Medications

Controlled medications are counted and secured in a locked location at the school.

### Medication Administration

Bal Swan's part time nurse trains and delegates medication administration to staff at Bal Swan in compliance with Child Care Licensing regulations and the Colorado Nurse Practice Act.

If a child is given medication at school (per the action plan/medication consent), parent/guardian will be notified. Medication given to a child is documented on a medication log. This log remains part of the child's school record. However, parent/guardian may ask to see this log at any time.

### Expired Medication

Parent/guardian is responsible for noting the expiration date of medication sent to school and replacing the medication before it expires. (Child Care Licensing regulations do not allow children to attend school with expired medication.) Parent/guardian should give the replacement medication to a staff member in the front office. The staff member will then give the parent/guardian the expired medication to take home for proper disposal. (Parent/guardian may check with a pharmacy for disposal instructions.)

### Questions

Any questions related to the medication policy or medication administration should be directed to the school nurse.

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