

Kids and Company Medicine Policies

1. The center will only administer medication for chronic conditions and allergic reactions as prescribed by a physician. The center must receive a written statement from the physician. Examples of chronic conditions are asthma, severe allergic reactions that require use of epi-pens and diabetes. **If at all possible, it is our preference that all medications be administered at home.**
2. Prescribed medication must be clearly labeled in the original container.
3. Medicine is typically administered only at 11:00am – 11:30am and 3:00pm – 3:30pm. As needed medicines will be administered based on the criteria provided by the parent.
4. Medication slips can be found on the front desk in the lobby or in the lounge of the school. A slip must be completed and signed by the parents of a child who is on medication. These medication slips must be completed before the medicine can be administered. Note – if there is any concern or question regarding the medicine, the center will not administer and the parent will be called.
5. Medication slips for chronic conditions are valid for up to 6 months.
6. A medicine cabinet is provided for medication and it is requested that all medication be placed in this cabinet.
7. Leftover medicines will be discarded 72 hours after the permission slip expires. Please check the cabinet or with your center management to pick up any leftover medicines as the center cannot be responsible and will discard them.
8. Please do not leave medicines or ointments in diaper bags, book bags or back packs. Your center management will show you where medication is to be locked up each day. You may complete the slip and lock the medicine up yourself each day. Otherwise, please hand-deliver your child's medicine to a management person for it to be properly stored.
9. Over the counter diaper ointments, sunscreens, insect repellents, topical teething ointments, lotions, creams and powders may be given if the parent completes an ointment permission slip.
10. Ointment permission slips are valid for up to 12 months and are kept in each classroom. A supply of blank forms is also available in the front lobby. Please hand these ointments to either your center management or to your child's classroom teacher as they must be labeled and locked up.
11. Do not leave ointments, sunscreens, teething gels or any other over the counter medication in your child's diaper bag or backpack. Ointments found in diaper bags or backpacks will not be administered and will be removed from the classroom.
12. Any ointments leftover after the treatment period will be discarded if not picked up by the parent after 72 hours.

I have closely read **Kids and Company's** policies and procedures for administering medications. If my child should need medicine while attending **Kids and Company** I will follow these policies.

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____

Director's Signature _____

Date _____