

# Kinder House Day Care

## **Emergency Medication Policy and Procedure**

**All staff will be notified about which children (if any) use emergency medication by information being posted in the Toddler Room and the Preschool Room. The information will also be posted in the Child's File and in the Staff Handbook also. If emergency medications such as Epi-pens and Benadryl are to be administered, all staff will be informed and a Life Threatening Allergy Alert Form with the child's picture will be posted so the child will be observed carefully for allergic reactions ie: hives, difficulty/inability to breath, wheezing, vomiting, diarrhea, itchy eyes, nose and face, loss of consciousness.**

**Emergency medications will be stored in the kitchen, on the shelf above the sink in the container marked "emergency medication".**

**Procedures on how and when to administer the medication will be posted in the child's file and in both playrooms in the center. Staff will check the expiration dates daily and return any medications when the authorized period has ended.**

The staff responsible for a child who requires health care (additional to giving medication) are trained in the proper method of administering the type of health care required by the child and this training will be documented in the child's file and the staff's file. **Parents are required to provide information in writing (your child's daily communication book) about when any medications/herbal remedies were given to the child prior to arriving at the Center.**

## Emergency Medication Procedures

If your child requires **emergency medication**, it is important that the following information be recorded correctly.

1. Parents/Guardians must show the Staff the emergency medication and demonstrate how to use it correctly. A **Life Threatening Allergy Alert Form** will be given to the Parent/Guardian to fill out if necessary. The entire form must be filled out and must include the **Parent/Guardian signature**. If the child has only a mild allergy, a signed letter from Parent/Guardian specifying the type of allergy and symptoms to watch for, the type of medication, dose of medication will be posted in the child's room and in the child's file.
2. Medication **must** come in the original container with the child's name on it. If it is a prescription medication it must have a prescription label with the physician's name, the child's name, name of medication, date of issue, dosage to be administered and expiry date.
3. Make sure the instructions for administration/application are clear. For example: "when the child gets hives, difficulty breathing, wheezing, vomiting, diarrhea, itchy eyes, nose and face, loss of consciousness"
4. **All** medication must be given to the Staff in the morning if the medication is not left at the Center, including asthma inhalers. For emergency medications it is recommended that the medication remains at the Center. Medication **cannot be left in the child's cubbie or back pack**.
5. There is a locked **Medication Box** that is kept in the

refrigerator in the kitchen and there is a clear plastic **Emergency Medication box** stored on the top shelf above the sink in the kitchen. This is where **all emergency medications are kept.**

6. Qualified Staff (Staff that have a First Aid Certificate) will then ensure the child's medication is administered correctly. Staff will observe the child carefully for any allergic reactions that could occur. The Staff will then fill in the chart on the medication form and sign it.
7. **Staff responsible for a child who requires health care (additional to giving medication) are trained in the proper method of administering the type of health care required by the child and this is documented in not only the Staff's Files, but the Child's also.**
8. Medication will be returned to the child's family when the authorized period has ended.
9. **For anaphylactic allergies, the epi-pen will be administered by a qualified staff (in the event of a child who requires an epi-pen, all staff will be trained the proper method of administration) while another calls 911. Parents/Guardians will be notified soon after.** (As stated in our Health Policy and in the signed consent portion of the child's registration form, Parents/Guardians are responsible for any expenses associated with emergency care eg: ambulance fees, medication, hospitalization etc.
10. Any serious incident will be reported to Alberta Children and Youth Services (Licensing).