



Policy Statement

Maple Ridge Childcare Society will only administer prescription medication to your child with a parent's written instructions. Teachers are not authorized to administer over the counter medications.

Any children requiring medication administration must follow these procedures:

- Medication must be in its original prescription container with detail label attached including the child's full name.
- Medication form is filled out completely and correctly by the parent.
- All staff have been made aware and have read the form, so they understand the administration procedures.
- Medication form will be posted on the teacher resource board in the classroom.
- Medication will be placed in the locked box in the cabinet.

Life Threatening Illnesses or Allergies

If a child requires medication for life threatening illnesses or allergies, it is to be always kept in the centre and an action plan form will need to be completed by the parent/guardian.

In the event medication is required to be administered, we will notify the parent immediately.

Expiry dates are checked monthly on any medication stored, and parents are contacted in the event new medication is required. If anything changes to the medication or dosage, the parent is required to complete a new action plan form for the centre to keep on hand.