

Medication Administration at FPCDC

It is the policy of FPCDC to not dispense any over-the-counter medication. This does not include prescription medicines. Prescription medicines will be given under the following conditions:

- 1) Only staff authorized to give prescription medicines will be allowed to administer them.**
- 2) Prescription medicine must be in its original container with a label on it.**
- 3) Must include doctor's written authorization to give medication. The following must be on the doctor's authorization**
 - a. Child's Name**
 - b. Name of Medication**
 - c. Current Date**
 - d. How to Administer (orally, inhaled, etc.)**
 - e. Dosage**
 - f. Time Medication Needs To Be Given While in Childcare**
 - g. Start Date and End Date**
 - h. Reason for Medicine**
 - i. Side Effects**
 - j. Storage Information/Special Instructions**

Please follow our required prescription medicine policies. This is for the safety of your child here at First Presbyterian Child Development Center.

When bringing in medicine, please follow these steps:

- 1) Give the medicine to the Director or Lead Teacher**
- 2) Give the Doctor's Authorization to the Director or Lead Teacher**
- 3) Fill out the medication log located in the Director's office. This must be signed and checked each day.**
- 4) Medicines must be picked up every night.**
- 5) All medications must be stored in a secure place.**

The CDC at the First Presbyterian Church of Santa Fe

Anne Liley, Preschool Director

208 Grant Street, Santa Fe, NM 87501

505-982-8919

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Thank you for your understanding.

I have read and understand the Medication Policy for FPCDC.

Parent/Guardian Signature

__/__/____
Date

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