



CHILDREN'S SAFE STAY, INC.
DAYCARE/PRESCHOOL

P.O. Box 152, Sparrowbush, NY 12780
Tel. (845) 858-4923 • Fax (845) 858-8686

MEDICATION ADMINISTRATION AND EMERGENCY MEDICAL PROCEDURES

In order to provide our staff and children with a safe and healthy environment it is important that any child placed on antibiotics not return to the Center for a minimum of 48 hours. If medication needs to be administered you must adhere to the following guidelines:

Medication Administration

Verbal Medication Consent Form

- If a parent arrives at the program requesting medication be given but does not have written instructions from the authorized prescriber, then they must complete a Verbal Medication Consent Form. In addition, for prescription medication we must receive a verbal consent from the authorized prescriber.
- If a child develops symptoms while in our care that require the administration of an over-the-counter medication, then they must complete a Verbal Medication Consent Form.
- The medication authorized on this form is valid for one day only.

Written Medication Consent Form

- If a child needs to take any prescription or over-the-counter medication on a regular basis, the parent and the authorized prescriber must complete a Written Medication Consent Form.
- This form must be completed in English
- One form must be completed for each medication.

All medication (prescription and over-the-counter) must always be kept in the original, labeled container. If a medication expires or is left over, the medication will be returned to the parent/guardian. Medication will be locked in the office at all times.

- Nonprescription (Over-the-Counter) Medications must be in its original container and be labeled with the child's first and last name
- Prescription Medication must be in the original labeled bottle or container and have the original pharmacy label attached that includes: Child's name, authorized prescriber's name, pharmacy name and phone number, date prescription was filled, name of the medication, dosage, how often to give the medication, date the medication is to be discontinued or length of time, in days, the medication is to be given.
- How often to give the medication (if dosage states every six to eight hours – then we will only give one dose). It will be the parents responsibility to give the medication prior to bringing their child to daycare and after picking the child up.

In order for us to apply over-the-counter topical ointments such as sunscreen, insect repellants, baby powder/cornstarch or Vaseline or lotions, a parent must complete a Written Medication Consent Form.

Emergency Medical Procedures:

All accidents involving injury no matter how minor are recorded on an incident report form immediately after a child is treated. All reports must be signed by the parent and are filed in the child's file.

Our plan for handling medical emergencies:

- 1) Make victim and others safe from further harm
- 2) Summon first aider
- 3) Describe event to first aider
- 4) Assess victim as having.....

....a life threatening emergencya non-life threatening emergency
5) Give first aid. In suspected poisoning, first phone POISON CONTROL 1-800-336-6997	5) Give first aid. In suspected poisoning, first phone POISON CONTROL 1-800-336-6997
6) Call 911	6) Notify victim's parents or emergency contact
7) Notify victim's parents or emergency contact	7) Call 911 if necessary

- 8) Obtain victim's medical records and signed parental consent for emergency treatment for 911 personnel
- 9) Assign staff member to remain with victim until arrival of parent or emergency contact.

If a child must be transported by ambulance for emergency medical care we will transport to Bon Secours Community Hospital in Port Jervis, NY (unless otherwise notified).