



# Little Hands Preschool

First United Presbyterian Church of Dale City

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Effective January 1, 2008 the Virginia Department of Social Services will require providers who work in child day care and preschool programs to be trained in how to safely administer medications in the school setting. Any medication that is over-the-counter or prescription that is administered topically, orally, inhaled, through patches, by eye or ear (including bug sprays and sunscreen) will be covered by this new policy.

Currently, Little Hands Preschool staff members trained to administer medications are Mrs. Juarbe, Mrs. Blum and Mrs. Markley. No other staff member may administer any medication to any child. Parents will be advised as additional staff members are trained.

For each medication a child will be given a Written Medication Consent Form which must be filled out by the parent. A copy of this form is with this letter. Additional copies of the form can be obtained from the preschool office. Written Medication Consent Forms will be kept on file in the Preschool office.

For short-term medications, those medications administered for less than 10 days, only the parental permission sections of the Written Medical Consent Form needs to be filled out. EpiPens, nebulizers and inhalers are considered long term medication. All permissions for short-term medications must be renewed or discontinued after 10 days.

For long-term medications, those medications administered for 10 days or more, written permission is needed from both the parent and the health care provider. Again, EpiPens, nebulizers and inhalers are considered long term medication. All permissions for long-term medications must be renewed or discontinued after 6 months.

Names of Medications to be administered to children must match exactly to the name of the medication listed on the Written Medication Form. For example if the Written Medication Form states the child is to be given Tylenol, the parent must supply Tylenol. We would not be able to dispense acetaminophen or any other brand name of acetaminophen.

Administration tools, such as dosing spoons, oral medication syringes, pill crushers and medicine cups will be provided by the parent. All medication tools are child specific and cannot be shared with a different child. Separate Administration Tools must be provided for siblings taking medications. All tools must be labeled with the child's first and last name.

Over-the-counter medication must be in its original container and be labeled with the child's first and last name.

Prescription Medication should be in a child resistant container. It must have the original pharmacy label that includes the following items:

- Child's first and last name

- Authorized prescriber's name

- Pharmacy name and telephone number

- Date prescription was filled

- Name of the medication

- Route of administration

- Dosage of the medication

- 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.

- Expiration Date

Medication samples supplied by the child's health care provider must be appropriately labeled with the same information that is required on a pharmacy label. Parents should be aware of this requirement so that the child's health care provider can label the samples with the required information.