


<b>Performance Standard:</b>	<b>Subpart D Health Services Program</b>	<b>INCA Community Services</b>  <b>Head Start &amp; Early Head Start Policies and Procedures</b>  
<b>Sub Category:</b>	<b>1302.47(4)(i)(C)</b>	
<b>Policy Council Approval Date:</b>	7/14/18	
<b>Governing Board Approval Date:</b>	7/30/18	
<b>Form:</b>	Parent Medication Permission form Medication Administration form ChildPlus	
<b>Responsible:</b>	Parents, Teaching staff, Health Manager, Parent	
<b>Medication Administration</b>		
<b>Objective:</b>		
INCA maintains and follows the following procedures regarding the handling, storage, and administration of medication for children.		
<b>Administering Medicine to Children</b>		
When a parent requests medication to be given at school: <ul style="list-style-type: none"><li>• Medication must be transferred adult to adult.<ul style="list-style-type: none"><li>◦ Never transported in the child's backpack.</li></ul></li><li>• Medication permission form completed; signed and dated.</li></ul>		
<b>Labeling and Storage</b>		
<ul style="list-style-type: none"><li>• Medication must be in the original container.</li><li>• Labeled by a pharmacist with child's name, name of medication, dosage, date prescription was filled.<ul style="list-style-type: none"><li>◦ Expired medications will not be administered.</li></ul></li><li>• Medication will be stored in a locked area at the appropriate temperature, inaccessible to children.<ul style="list-style-type: none"><li>◦ Emergency medications (i.e. EpiPen, inhaler, glucose) are stored out of reach of children yet quickly accessible to staff.</li></ul></li></ul>		
<b>Staff Medication</b>		
Medication required for use by INCA staff and volunteers will be clearly labeled with staff or volunteer's first and last names and stored in a locked area inaccessible to children.		
<b>Administration</b>		
<ul style="list-style-type: none"><li>• INCA staff will receive medication administration training yearly.</li><li>• One staff will be designated to administer, handle and store child's medication.</li></ul>		

- Second teaching staff will administer medication in the absence of designated staff member.
- Volunteers will not administer medication.

### **Over the Counter Medication**

No over the counter medication will be given without a written physician's order.

- Medication must be clearly labeled as described above.

### **Documentation**

- Short term medication (i.e. antibiotics, topicals) administration will be documented on the medication administration form.
- Chronic medication (i.e. inhaler, Epi-Pen, Insulin) administration will be documented in ChildPlus.

### **Definitions/Acronyms**

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

FEC - Family Engagement Coordinator

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.