

## **Beacon Learning Centre Policy for the Administration of Medication – Updated October 2022**

1. Before a child may be administered doctor-prescribed medication by a teacher, the child's parent or guardian must first complete a 'Medication/ Pharmaceutical Administration Form'. This form will be kept in the child's classroom for the duration of the time the child needs to take the medication. Once the medication is finished, the form will be placed in the child's file in the office.
2. Each time the medication is administered, the teacher must sign the form and indicate the date, time and amount of the dosage.
3. The medication will be kept in the locked medication box in the child's classroom unless it needs to be refrigerated, in which case it will be kept in a locked box in the refrigerator. Epipens will be kept in a fanny pack, inside the program backpack. Epipens will remain in the child's classroom unless the class is going outside, in which case a teacher will bring the backpack containing the Epipens with them. EPIPENS MUST BE WHEREVER THE CHILD IS.
4. Medication prescribed by a doctor must be in its original container and should include a spoon or syringe to ensure correct dosage.
5. No 'over the counter' fever or cold medication may be administered to a child. Parents/guardians are asked to refrain from giving their child pain killers or cold medication before sending them to the BLC.
6. Benadryl may be given to a child in the event of an allergic reaction to a known allergen, providing that the parent-signed form indicates under what circumstances Benadryl should be given.

For more information on how to respond in the event of an allergic or anaphylactic reaction, please see 'Beacon Learning Centre Anaphylaxis/Allergic Reaction Policy'.

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