



Medication Administration Policies

Orchard Valley's designated administrators can administer medication to your child if all of the following policies are followed as required by our nurse consultant and the Colorado Department of Human Services.

We must have both written authorization from the child's licensed Health Care Provider on a specific form **and** parent written authorization on the form as well.

Please use one form per medication.

These forms are available at the front office

ALL PRESCRIPTION MEDICATIONS MUST:

- ✓ Indicate a start date and end date. Medication will not be administered past the end date. **Medication forms will not be accepted with an "as needed" description – it must have the specific times written out.*
- ✓ Be in the ORIGINAL container with the prescription label including pre-measured medications for use with the nebulizers and inhalers
- ✓ Have its own measuring device that came with the medication
- ✓ Be brought up to the front office (cannot be stored in backpacks, cubbies, or diaper bags)

OVER-THE-COUNTER MEDICATION CAN:

- ✓ Be used for pain with a medication authorization form (form will expire after 3 days)
- ✓ Be administered for pain, gas relief, and acid reflux (form will expire after 3 months)
- ✓ Be used for topical ointments or creams with a medication authorization form (form will expire after three months)
- ✓ Not be administered for fever reducing purposes
- ✓ Not be administered to manage fever, cough, or other symptoms of illness

POLICIES & PROCEDURES:

- We will only administer medication at noon unless a health care plan for chronic illness dictates otherwise.
- Medications to be administered for allergies, asthma, seizures, Attention Deficit Disorder, etc. require a Health Care Plan to be completed by a Health Care Provider.
- Medication must be stored in the front office.
- Children cannot self-administer medication.
- All medications and forms must be checked in at the front office. Once reviewed with an administrator, a log will be completed for the parents to initial each day medication will need to be administered.
- The child's Health Care Provider cannot be the child's parents even if the parent is a doctor. Health Care Plan and Medication Authorizations **must** be written by a health care provider other than the parent.
- All medication is stored in a container or a refrigerator of a locked closet.
- Any administrator who administers medication must be trained by a certified R.N. Under this training program, the administrator is required to follow all guidelines set forth by that R.N. which are listed in these policies as we administer medication under that R.N.'s license.

CONTACT INFORMATION

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Center Director

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Please Note:

*Cough drops, vitamins,
homeopathic applications,
numbing agents for teething
cannot be administered at
this center.*