



Young Explorers Preschool Medication Policies

Dear Parent/Guardian,

This letter explains the Young Explorers Preschool Medication Policies. Please read it carefully, the Director will be happy to answer any question.

Whenever possible, it is preferable for a child to receive medication at home. Please remind your physician that the child attends a child care center and ask for medication which can be scheduled to be given at home. If this is not possible, the following procedures must be followed for your child to receive medication at Young Explorers Preschool.

If your child requires medication to be at the center, below are the following steps to be followed:-

- 1) A Medication release form must be obtained by the director, completed by you and the child's physician, and returned to the center. No medication will be given to the child without the form.

A Physician may also write a note which can be attached to the medication release form at the center. However, parents/guardians must still sign the release form.

Any note written by the prescribing physician must be on official letterhead. The note must clearly readable and include:

- A) Child's Full Name.
- B) Diagnosis.
- C) Medication Name.
- D) Dosage To Be Given.
- E) Times To Be Given.
- F) Starting And Ending Dates.
- G) Physician's Signature.

2) All medications must be a current prescription with a clear, readable, unaltered label from the pharmacy showing the child's name, medication, dosage, frequency of administration and beginning and ending dates of administration and expiration date. This prescription must be English.

3) All medications and the completed and signed Medication Release Form must be given to the director upon arrival at the center. Any medication found in the child's belongings will be

removed and the child will not be permitted to take the medication. The parent/guardian will be notified and the medication will be sent home with the parent/guardian.

4) Over the Counter medications must be prescribed by the physician and must meet the same requirements as any prescribed medication.

5) No Aspirin or Acetaminophen will be administered to any child unless specifically ordered by the physician for a specific reason and all the above mentioned requirements are met.

6) The following medications are not given at the center under any circumstances:

- A) Eye medication of any type.
- B) Any medication not meeting the above cited criteria.

When you register your child with us you will be asked to sign a preventive care release form for regularly used items while diapering and in basic first aid.

We ask that you never medication with your child upon arriving at school. Please give medication to the director or opening teacher with the Medication Release Form as discussed above.

All of the requirements have been established to protect your child. We appreciate your help in meeting this goal. Please sign this letter, make a photocopy for your files and return the original to the center Director.

We have read and understand the Young Explorers Preschool Medication Policies as explained in the Parent/Guardian letter.

Name of the child: _____

Parent/Guardian signature: _____ Date: _____