

MEDICATION ADMINISTRATION POLICIES

Prescription:

Prescription medications must be in their original container/box. The Label must be clearly marked with the medication name, child's name, dosage and frequency. Parents must complete Section A of the Maryland State Medication Authorization Form. (Forms are on the website or in the office)*

Non-Prescription:

Topical for Prevention:

Sunscreen, lotions, soaps, chap sticks and diaper creams must all be clearly labeled with child's name. Parents must complete Section A of the Maryland State Medication Authorization Form. (Forms are on the website or in the office)*

Topical for Treatment:

If a topical is needed for treatment beyond prevention your health care provider must fill out Section B of the Maryland State Medication Authorization Form. (Forms are on the website or in the office.)*

Oral Non- Prescription including Acetaminophen:

Non-Prescription medication must be accompanied by the Maryland State Medication Authorization Form. We will not accept any oral non-prescription medication unless ordered by your health care provider.

Section B must be completed by your health care provider. (Forms are on the website or in the office.)*

*The Maryland State Medication Authorization form is an official document that must be completed either by the parents or the health care provider.

- Please take extra care in filling out the information necessary. Leave nothing blank on the document. If it does not pertain please write n/a.
- Your child's name must be clearly marked.
- The Brand name (exactly as it is on the medication or topical ie. CVS brand sunscreen) must be listed as the Medication, the dosage, when to give and both the start and stop date must be completed.
- Parent Signature and date is required.
- All medication must be properly stored, please hand the medication and the forms to a staff member and wait while they look over the forms for completion.

Thank you for taking the time to review these procedures. Your child's safety and healthy care is our first priority. As always if you have any questions regarding these policies please stop by the office.