



Hartley Nature Preschool Medication Administration

It is not the responsibility of Hartley Nature Center or its employees to prescribe drugs, medications, or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications to be performed during the regular preschool day. In those situations, the following procedure will be followed:

Parent/Guardian Needs to Bring the Medication to School

Prescription Medications

Before any prescription medication will be dispensed by school staff, an *Administration of Prescription Medication* form signed by the child's medical provider and the parent/guardian of the student must be on file with the preschool director. The forms are available on the HNP website, in the enrollment packet, and from the child's teacher and/or preschool director. Prescription medications **must** be provided in an original pharmacy container with a current label. Prescription medications brought to preschool in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the preschool staff. Medications will be administered only after questions have been resolved.

Over-the-Counter Medications

Parent/guardians must complete and sign an *Administration of Over-the-Counter Medication* form before preschool staff will administer over-the-counter medications such as sunscreen, bug spray, or lotion. Over-the-counter medications must be provided in the original labeled container. Over-the-counter preparations will only be administered to a child according to the label directions, unless contrary written directions from a physician are provided via a submitted *Administration of Prescription Medication* form signed by the child's medical provider.

Unused Medications

When use of a medication has ceased, or is no longer needed by the student, it will be returned to the parent/guardian.

Expired Medications

Expired medications will **not** be administered to a child. Expired medications, including over-the-counter medications, will be returned to a parent/guardian or destroyed.

Page 2 of this form contains the relevant permission form.

Hartley Nature Preschool

**ADMINISTRATION OF OVER-THE-COUNTER
MEDICATION DURING THE PRESCHOOL DAY**

Child's Name _____ DOB _____

Medication Expires: _____ Last date to be given _____

Parents of children requesting that any **over-the-counter medication** be administered during preschool hours by HNP staff are requested to provide for HNP:

- 1) a **parental signature and instructions** on this form, and
- 2) over-the-counter medication, such as sunscreen, bug spray, or lotion in the **original container** with legible **manufacturer's instructions** and **labeled with the child's name**.

Parental Request for Administration of Over-the-Counter Medication

I request this medication be given according to the manufacturer's instructions*.

Medication Name _____

Dose/Amount _____ Route/Method (e.g. by mouth or topically) _____

Area of body for application _____

Time to be given _____

For treatment of _____ Possible side effects _____

Special Instructions _____

Other medications taken at this time _____

Medication **ALLERGIES** _____

Please check appropriate space below:

Keep this medication at HNP Send this medication home each evening

Parent/Guardian signature _____

Date _____ Home/Cell Phone _____ Work Phone _____

*If you do not want the over-the-counter medication to be given according to the manufacturer's instructions, you must supply your child's health care provider's written instructions for the medication's use using the Administration of Prescription Medication form.

To promote safety for your child, medication information will be shared with HNP staff caring for your child and with 911 personnel, if they are called.