



## **Medication Administration Instructions:**

**Attached is a Request for Medication Form. This form must be on file for each medication that is to be administered regardless if it is non-prescription medication or prescription medication. If the medication is non-prescription we can administer it for three consecutive days within a fourteen day period. If the medication is required for a longer amount of time, the state requires that a physician must sign the request for medication form with instructions to administer it longer.**

**If your child is under the age of 18 months your Physician must sign the request for medication form for ALL non-prescription medications.**

**This form is also required for all topical products such as diaper cream and sun screen. These forms are valid for no more then 12 months. If you are using a topical product as a PREVENTATIVE measure there is not a time limit for use. If you are using a topical product to TREAT for instance a diaper rash we can only administer it for 14 days. After the 14 days we will require a Physicians signature to continue treatment.**

**We will NOT exceed the recommended dosage on the label of a non-prescription medication without the written consent of a physician.**

**Steps to administer medication daily:**

- 1. Complete request for medication form**
- 2. Sign the daily administration sheet located at the front desk**
- 3. Make sure that all non-prescription medication has the child's name and classroom on the bottle.**
- 4. Leave all non-refrigerated medication at the front desk, please do not put in child's room or in backpacks.**
- 5. All prescription medication must be in the original container labeled with the child's name and dosage.**

**Medications are administered at 11:00 a.m. and 3:00 p.m., please adjust administration times at home to fit this schedule. If you have any questions please call or stop by the front desk.**

**Thank you!**