

Keystone Montessori School

Medication Policy

Medication is to be given by the on duty staff member, only on the written consent of the parent.

The parent is to fill out a medication form before any medication can be dispensed to a child. The parent will indicate the name of the medication, child's name, name of the school, start date, end date, dosage, time of administration, storage, side effects and reactions that would stop the medication. The parent will also sign and date the medication form.

The medication must be in its original bottle as supplied by the pharmacist or the original package and the container or package must be clearly labeled with the child's name, the name of the medication, the dosage of the medication, the date of purchase and expiration (if applicable) and instructions for storage and administration. Any medication that is not in its original bottle can not be given to a child.

The staff member who administers the medication will indicate so on the medical form showing the date, dosage, time given, staff initials and comment/observations.

The medication will be administered according to the instructions on the label only where a parent of the child has given written authorization to do so

The medication will be stored according to the instruction of the label.

All medication left at school will be kept in a locked box in a cupboard or in the fridge (inaccessible to the children at all times). The exception is for asthma or emergency allergy medication.

Whenever possible, parents should be encouraged to administer medication to their children at home, if this can be done without affecting the child.