



Dear Parent,

After reviewing your registration information for Just Kids, we see that your child may need to have medication in our program. Please note that we do not have access to any medications the school nurse may have.

Please have the two forms attached completed by you and your physician so that we can have the medications available at Just Kids.

Please note:

- **There must be one, Permission to Administer Medication form, for each individual medication being given to Just Kids.**
- **The completed original paperwork must be forwarded to and then approved by Vanessa D'Erasmus, Director at the Just Kids office prior to the childcare staff accepting any medication. This is to ensure that all the required paperwork and information is obtained for accurate administration of the medication.**
- **The paperwork given to your school is not adequate for Just Kids' medication administration. We have different legal requirements and the forms have to give permission specifically to Just Kids, not "school personnel".**

Because of the risk involved in this process, I personally review the documentation prior to authorizing the childcare staff to accept the medication. Please contact me with any questions you may have.

You can scan and e-mail the completed forms or fax them to:

856-753-5884.

**Archway Programs
Just Kids
Medication Policy**

Purpose: The policy is to ensure safe and minimal distribution of medication within the school-age childcare setting. Due to the fact that there is not trained medical staff during program hours, the best way to maximize safety is to minimize distribution. For this reason, Just Kids is restricting administration of medication. Medication administration will only be a reasonable accommodation made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. This purpose is in compliance with the Dept. of Human Services Child Care Center licensing requirement 10:122-7.5.

1. The Just Kids staff will administer only those medications deemed as necessary by a healthcare professional to not jeopardize the child's health or prevent the child from attending childcare, such as inhalers and Epi-pens.
2. It is encouraged, that when possible, medication should be given by the school nurse or parent at home prior to or after the Just Kids Program. Dosing can frequently be done so that the child is at school or home. Please suggest this to your child's health care provider.
3. Self-administration of medications as approved by the child's healthcare provider are encouraged with supervision, if possible and age appropriate.
4. **All medication will only be given with:**
 - A written order from the child's health care provider on the **Permission to Administer Medication Form**.
 - Prior written consent of the child's parent/legal guardian on the **Permission to Administer Medication Form**.
 - A completed **Health Emergency Plan or Asthma Treatment Plan** form by the healthcare professional.
 - Training provided for any special apparatus or medical equipment to the childcare providers by appropriate personnel.

Parents are to have the two documents noted above completed and forward the originals to the Just Kids Director for approval. ***The Just Kids Director will review and approve administration of medication when all the above is complete. A start date for enrollment may be delayed until the receipt of all the above to ensure compliance with this policy and safety of student.***

5. All medication must have the original pharmacist label with: the child's name, name and expiration date of the medication, the date it was prescribed or updated and directions for administration. The container must have a childproof cap.
6. All medications will be stored

- In a locked box which is inaccessible to children (with the exception of epi-pens which are kept in the first aid kit and carried by staff wherever the child goes).
 - Under proper temperature control
 - In a locked box in the refrigerator if required
7. Unused medication will be returned to the parent when the child no longer needs it or the child leaves Just Kids' services. If the unused medication is not picked up within 10 days the medication will be properly discarded.
 8. The childcare provider will inform the parent each time the medication is used due to the circumstances outlined by the child's healthcare provider.
 9. The childcare provider will notify the parent when a refill of the medication is needed in advance of it being depleted.
 10. Records of all medication given to a child will be maintained on-site in the medication log form.
 11. Staff trained in medication administration will be assigned to administer or supervise self-administration of any necessary medications.
 12. Parents will be notified immediately of any medication errors and a Just Kids Medication Incident Report will be completed.
 13. The childcare provider will share any observations or problems that are related to medication administration while the child is in Just Kids' care.
 14. All healthcare information will be kept confidential, shared only to Just Kids personnel with a need to know to ensure quality care.

Archway Programs
Just Kids

Office use only: Medication Administration Approved:	
Director _____	Date _____

Permission to Administer Medication

(Please use one form per specific medication.)

The following information is to be completed by the child's health care provider:

Child's name: _____ Birthdate: _____

Medication: _____ Allergies: _____

Dosage: _____ Route: _____

When and how often medication is to be given: _____

Please check one. Self Administration Administration by staff

Purpose of medication: _____

Special instructions: _____

Possible side effects: _____

Start date: _____ End date: _____

Signature of Health Care Provider Phone number Date

*** If medication is to be administered on an "as needed basis" – Health Emergency Plan form or Asthma Treatment Plan must be completed as well.**

The following is to be completed by the parent or guardian:

I hereby give permission for my child, _____, to receive the above medication, according to the listed directions and cautions, from the designated Just Kids provider. I confirm that I have given at least one dose of the medication without any evidence of side effects or adverse reactions. I understand that it is my responsibility to provide the medication in its original container and labeled with my child's name. I am also to supply the appropriate measuring device needed to give the accurate dose of the medicine.

I authorize the Director or Director Designee to contact the pharmacist or health care provider for more information about this drug, if necessary.

Signature of Parent or Guardian Date

I usually do the following to make giving medication to my child easier: _____

Amount of medication brought to Just Kids: _____
Date _____
+++++
Medication and amount returned to Parent: _____
_____ Signature of Supervisor
_____ Signature of Parent of Guardian
_____ Date