

Quincy After School Child Care Medication Requirements

Call a Program Director with questions at (617) 773-3299

Important Medication Information

★ **All** medications require written authorization. The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

★ Any child with a medical condition or allergy that may require attention while at QCARE must have an Individual Health Care Plan (IHCP) on file.

★ Separate IHCP forms must be completed for each individual medical condition. One form cannot cover more than one condition.

★ Separate Medication Consent forms must be completed for each individual medication. One form cannot cover more than one medication.

★ QCARE shall not administer the first dose of any medication to a child, except under extraordinary circumstances (life-saving emergency medications) and with parental consent.

★ QCARE must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician's descriptive order.

★ Children are not allowed to carry their own medications (the only exception made will be for inhalers - if there is authorization from the child's licensed health care practitioner for the child to carry and administer their own inhaler and QCARE has a back up inhaler on hand for emergency situations).

★ When possible, all unused, discontinued or outdated medications shall be returned to the parent. When return to the parent is not possible or practical, such medications will be destroyed in accordance with QCARE policies and the Department of Public Health Drug Control Program.

- In order to administer medication to your child, all of the requirements must be met.
- As a reminder, all forms expire one year after they are signed.
- We will do our best to remind families when paperwork or medication is about to expire, but it is the responsibility of the parent/guardian to make sure that QCARE has required medications and proper documentation on file.
- Failure to comply with these requirements may result in QCARE becoming unable to provide child care services.

Medication Requirements Checklist

- Medication is provided directly to QCARE by parent/guardian or approved adult, in advance of care (child must not carry medication)
- Prescription medication is in the container it was originally dispensed in with the original prescription label (containing the name of the child) affixed
- Over-the-counter medication is in the original manufacturer's packaging (preferably new/unopened package), with child's name affixed
- Medication has clear instructions for administration on the prescription label or package
- Medication is accompanied by proper measuring tool (if applicable) with measurement units that match the instructions
- Prescription is not expired (to be administered within one year of the original prescription date)
- Medication is not expired
- Individual Health Care Plan is completely filled out and signed by parent **and** the child's licensed health care practitioner
 - Instructions on the IHCP match instructions on the Medication Consent Form, medication package, & prescription label
 - Food Allergy Action Plan is filled out (if applicable) & signed by the child's licensed health care practitioner
 - ★ IHCP/Food Allergy Action Plan Forms must be renewed annually **or** when the treatment plan is modified
- Medication Consent Form is completely filled out and signed by parent (for all over-the-counter medications or for prescription medications that are missing a prescription label, the child's licensed health care practitioner must also sign the Medication Consent Form)
 - Instructions on Medication Consent Form match instructions on the IHCP & Food Allergy Action Plan (if applicable)
 - ★ Medication Consent Form must be renewed annually **or** when the treatment plan is modified

We recommend calling a Program Director for clarification of specific requirements **BEFORE** having any forms signed by a doctor. Please do not hesitate to contact us with questions! Thank you for your cooperation.