

Instructions and Tips for Creating Compliant Policies and Procedures: Drug and Medication Administration Policy and Procedures (O. Reg. 137/15, ss. 40(1))



Mandatory Information

The following information **must be included** in your child care centre's written drug and medication administration procedures to demonstrate compliance with requirements under the *Child Care and Early Years Act, 2014* and O. Reg. 137/15:

- A written procedure established for the administration of any drug or medication to a child receiving child care at a child care centre operated by the licensee
- A written procedure established for the keeping of records with respect to the administration of drugs and medications, including those records required under the *Controlled Drugs and Substances Act* (Canada)

Other Considerations

The following are some tips and other considerations for developing your written drug and medication administration procedures. These are not mandatory, but they will support the development of more comprehensive and high-quality procedures:

General

- Create a written drug and medication administration procedure where the child care centre has agreed to administer drugs or medications to children.
- Include a space to put the date that the policy was last developed and/or updated.
- Provide definitions for ambiguous terms used throughout your document, including definitions to differentiate between various types of drugs or medications (i.e. prescription, non-prescription to treat acute symptoms, and non-prescription for regular use).
- Break down your procedures into a step-by-step process that is easy to understand and follow and that includes clear roles and responsibilities.
- Link this policy to other policies and procedures that have been established and implemented (e.g. serious occurrence policy, sanitary practices policy, anaphylactic policy, etc.).
- Set out your policies and procedures based on the following topics:
 1. Parental Authorization to Administer Medication
 2. Drug and Medication Requirements
 3. Handling and Storing Drugs and Medications
 4. Administering Drugs and Medications
 5. Keeping Records

Consultation and Resources

- Consult resources about all the best practices that could support your program in setting out procedures for drug and medication administration and include them in your procedures (e.g. the Child Care Licensing Manual).

Processes and Expectations to Include

- Be clear about the intent of your policies and procedures and what you are trying to achieve through implementation
- Reflect other regulatory requirements in your policy and procedures (e.g. daily written record, anaphylaxis, serious occurrence reporting, symptoms of illness records, etc.)
- Include other regulatory drug and medication administration requirements, such as ensuring that:
 - drugs and medications are stored in accordance with the instructions for storage on the label;
 - drugs and medications are administered in accordance with the instructions on the label and the written authorization received from a child's parent or guardian;
 - drugs and medications are inaccessible to children at all times;
 - drugs and medications are stored in a locked container;
 - one person in the child care centre is in charge of all drugs and medications;
 - all drugs and medications are dealt with by the person in charge of all drugs and medications or a person designated by that person;
 - a drug or medication is administered to a child only where a parent of the child gives written authorization for the administration of the drug and medication;
 - included with the written authorization from a parent is a schedule that sets out the times the drug or medication is to be administered and the amounts to be administered;
 - a drug or medication is administered to a child only from the original container as supplied by a pharmacist or the original package; and the container or package for a drug or medication is clearly labelled with the child's name, the name of the drug or medication, the dosage of the drug or medication, the date of purchase and expiration, if applicable, and instructions for storage and administration.
 - Where a medication is to be administered at home and at the child care centre, inform parents that they may ask the pharmacist to have the medication dispensed into two separate containers with the prescription label on both containers.
 - Where an over-the-counter medication is purchased, inform that parents that they may ask the pharmacist to include a label with the medication purchase date

1. Parental Authorization to Administer Medication

- Include a process for consulting with parents on children's medical needs before children are enrolled with the child care centre and regularly thereafter.
- Determine whether alternative types of drugs or medications will be administered at the child care centre and set out the process for obtaining written parental authorization and how to administer such drugs or medications (e.g. homeopathic medications, natural remedies, etc.)

- Include templates for obtaining written parental authorization to administer drugs and medications and for the keeping of records that include all the information required to properly collect and document information related to a child's drug or medication administration.
- Describe how the confidentiality of children with medical needs can be protected and under what circumstances personal information can be disclosed.
- Outline how medications that need to be administered on an infrequent or 'as needed' basis will meet requirements to obtain a schedule that sets out the times the drug or medication is to be administered.
- Include the frequency at which written parental authorizations will be reviewed with parents/guardians and updated, including those for different types of drugs and medications.

2. Drug and Medication Requirements

- Include municipal drug and medication requirements that will be followed, such as whether a doctor's note will be required for over-the-counter medications where a prescription is not available.
- Provide instructions to follow where a child arrives to the child care centre without a required drug or medication during their treatment period (e.g. consulting with legal counsel).

3. Handling and Storing Drugs and Medications

- Describe how emergency allergy medication may be stored and carried in a way that allows them to be administered quickly in the event of an emergency.
- Set out whether children will be permitted to carry their own asthma or emergency allergy medication and reflect the process for doing so in the procedures, including the ages of children who will be allowed to do so, how the child care centre will ensure safe handling, and mitigation strategies where there are concerns about a child carrying their own drugs or medications.
- Reflect what staff, students and volunteers will do if a child is found to be carrying a drug or medication (e.g. lip balm, hand cream, etc.).
- Consider the different types of drugs or medications (i.e. prescription, non-prescription to treat acute symptoms, and non-prescription for regular use) and reflect the processes to handle and administer these drugs and medications in your procedures.
- Indicate how any drugs or medications that are for adult use only will be handled.
- Set out the process for returning drugs or medications to parents/guardians and how efforts to return drugs or medications will be documented.
- Set out a process for proper disposal of drugs or medications when they cannot be returned to a parent.

4. Administering Drugs and Medications

- Encourage parents to administer drugs and medications at home where such administration would not disrupt the child's drug or medication administration schedule.
- Describe the procedure that will be followed in situations where dosages are missed or improperly administered.
- Set out a window for what is considered "late" when administering a drug or medication.

5. Keeping Records

- Outline the process for how records will be kept of medication administration.
- Provide a template for record-keeping.
- Set out whether and how the administration of non-prescription skin products needs to be documented.