

**East Union Early Childhood Center
MEDICATION POLICY AND PROCEDURES**

- 1) All medication (prescription and non-prescription) will be administered and stored in a locked container by center personnel certified in medication administration. No medication shall be kept by students.
- 2) Prescription medication must be brought to school in the original pharmacy labeled container. A note from the prescribing physician should accompany the medicine if there are any special instructions that vary from the container label. Parents must give special permission for the school to administer the medicine. The note should include the time(s) of day the medication is to be given.
- 3) Non-prescription medication should be brought in the original labeled container with the student's name and the amount to be given. Parents **MUST** also give written permission and instructions as to how the medication should be given.
- 4) Students shall take at least one dose of medication at home before school staff will administer the medication.
- 5) Only staff certified in medication administration shall administer medication. Staff certified in medication administration will have on file an annual written performance evaluation completed by a licensed health professional regarding the five right practices of medication administration, which are:
 1. Verify that the right child receives the medication.
 2. Verify the right medication is being given.
 3. Verify that the right dose is given.
 4. Verify that the dose is given at the right time.
 5. Verify that the dosage is given by the right method with signed documentation each time.

POLICY PROCEDURES MUST BE FOLLOWED AT ALL TIMES

Please contact Hope Hall (641-347-5790) or school nurse at (641-347-5411) if you have any questions regarding the medication policy and procedures.

I have read and understand the above medication policy and procedures.

Parent/Guardian Signature

Date

CONFIDENTIALITY POLICY

While volunteering in the classroom, all observations concerning the children and families in the program are kept confidential!

East Union Early Childhood Center program requires files and records to be completed on your child and you may review these records at any time.

Your child's complete file is kept at the center where your child is enrolled. These files are kept in a locked file cabinet.

Agencies/personnel that view my child's file:

- East Union Community School District Administration
- East Union Community School District Financial
- East Union School Nurse
- Area Education Association Mental Health Professional
- Area Education Association Audiology (hearing) specialists
- Area Education Association Speech and Language specialists
- Union County Nurse Consultant, Sharon Campbell, R.N.
- East Union Early Childhood Center staff

NO VOLUNTEER WORKER WILL HAVE ACCESS TO THESE FILES!

Only with a parent's written consent will any information be shared with any other agency or unauthorized persons. Information shared will be used for the purpose of needed services and the developmental needs of the below named child.

This is to verify that I have received the East Union Early Childhood Center Confidentiality Policy. I have read the above policy, it has been explained and I understand the procedure.

CHILD'S NAME _____
(Print Clearly)

SIGNATURE OF PARENT or GUARDIAN _____

DATE ____/____/____