

Children's Medication Information

Dear Parent/Guardian:

At Orange County Head Start, Inc. (OCHS), we prioritize your child's health and safety. Medications are rarely given in school, but there are exceptions which involve children with serious health conditions where it is deemed absolutely necessary to give the medication during school hours. OCHS staff receives annual and ongoing training, as needed, on common medications used in child care centers and emergency procedures in the case that medication needs to be given.

We recognize that medical treatment is the responsibility of the parent and the family physician; therefore, if a prescribed medication needs to be administered during school hours, OCHS staff will follow written instructions as prescribed by your child's primary physician. For serious health conditions that require any topical over-the-counter medications, the Health Department at OCHS will work with you to complete a form with written instructions on how the medication needs to be applied.

Medication administration will be logged and communicated to you or the designated person on the Emergency Card picking up the child. It is the parent/guardian's responsibility to request to review the medication log if he/she is not regularly picking up the child. It is also the responsibility of the parent/guardian to notify the Center Director/Site Supervisor should there be any changes in the medication orders. Medication orders must be renewed annually and when the medication regimen is changed.

The following checklists will guide you through our medication procedure. If you have any questions or need assistance, please contact your Center Director/Site Supervisor.

Please complete the following steps for any Prescribed Medication needed at school:

- Pick up the **Parent/Guardian and Physician Request for Medication (PPRM) form and Medication Information Request Letter** from the center.
- Sign and date the top portion of the PPRM form.
- Take the PPRM form and Medication Information Request Letter to your child's doctor.
 - Make sure the doctor completes **all** sections of the PPRM form. Incomplete forms will NOT be accepted.
- Pick up the prescribed medication from your pharmacy and make sure it reflects your doctor's orders written on the PPRM form.
- Submit the completed PPRM form along with the new medication to the Center Director/Site Supervisor.
- Deliver the medication in its original container to the Center Director/Site Supervisor. The medication must be labeled by the pharmacist, unaltered and unused.
 - Health Staff will review the medication and paperwork. The Center Director/Site Supervisor will contact you for a meeting.
- Attend meeting with the Center Director/Site Supervisor to review and sign your child's Individual Care Plan

***The Center Director/Site Supervisor will notify you once your child can begin/resume school, once the above steps have been completed. The medication will then be administered as instructed.**

Please complete the following steps for any Topical Over-the-Counter Medication needed at school:

- Notify the Center Director/Site Supervisor of your child's medical condition and possible topical over-the-counter medication needs
 - If the request is appropriate, the Center Director/Site Supervisor will send your request to a Health Specialist or Manager, who will further determine if the medication can be accepted for school use.
 - If the request is approved, the Health Specialist or Manager will contact you to discuss your child's health condition and instructions for the type of medication that will be applied at school.
- Speak with the Health Specialist or Manager over the phone to complete the **Parent/Guardian Request for Topical Over-the-Counter Medication (RT-OTC) form**
- Deliver the medication in its original container to the Center Director/Site Supervisor. The medication must be unaltered and unused.
 - Health Staff will review the medication. The Center Director/Site Supervisor will contact you for a meeting.
- Attend meeting with the Center Director/Site Supervisor to review and sign your child's Individual Care Plan and the RT-OTC form.

***Your child will have the topical over-the counter medication applied at school as instructed once the above steps have been completed.**

Thank you,

OCIS Health Department