



Centres partnered with the  
FPFA support service

**Subject :** Procedure for administering medicine

**Adopted :**

**Revised :** 16 May 2022

## 1. PREAMBLE

In certain cases, the children may need to take medicine. There are therefore procedures to follow to ensure that the administration of the medicine is done safely while respecting the law.

## 2. MEDICINE ADMINISTRATION FORM

If a child needs to take a regular or emergency medication, whether permanently or temporarily, the parent must fill out and sign the medicine administration form provided by the centre. Without completing this form, no medicine may be administered to the child.

The form provides the team with the necessary information for the administration of the medicine, such as indicated by the doctor:

- Name of the child;
- Allergy;
- Name of the medication;
- Treatment start and end date;
- Medication expiry date;
- Quantity to administer;
- Time to administer;
- Specifications for the administration of the medication;
- The date where the medicine was administered, the name of the medicine, the time, the dose and the signature of the person who administered the medicine;
- Care administered by parents prior to arriving to the centre.

The copy of the completed form must be stored with the medicine and when the period for administering the medicine is over, the copy is kept in the child's file.

Staff must have, as much as possible, a witness who writes their initials on the form to ensure that the appropriate dose has been administered to the child.

## 3. MEDICINE STORAGE

All medications must be stored in a space out of the reach of children. It must be stored with the authorisation form that has been filled out and signed by the parent and staff at all times. The cupboard where medications are stored must be labeled.

Medications that need to be stored in the fridge must be kept in a locked box with a key.

When a medication is no longer needed or used, it must be returned to parents by hand (an employee is not authorised to throw out medicine containers either in the toilet or in the garbage).

Medications must not be returned in the child's bag. They must be returned by hand to avoid any incidents.

Emergency medications such as EpiPen auto-injectors and inhalers may not be stored with a lock, but must be kept out of the reach of children. The emergency bag is the place to store them to be sure to have them at all times. This allows the educators to have access to these medications in case of emergency, for example, when they are outside, during an excursion, or anywhere outside the centre.

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#### 4. PRESCRIBED MEDICINE

Only medicines prescribed by a health professional are authorised in the centre. When parents leave medications for their children, these must be in their original packaging.

The medicine may only be administered if:

- It is in its original container and labeled;
- It is administered according to the instructions on the label.

#### **EMERGENCY MEDICATION**

An emergency medication may refer to either an EpiPen or an inhaler.

The EpiPen auto-injector is a disposable injection device that is automatic and prefilled, which allows for the administration of epinephrine in case of a severe allergic reaction.

A child with allergies requiring an EpiPen must have a valid, non-expired injector at the centre at all times. If the EpiPen is expired, staff may not accept the child in the centre so long as a valid EpiPen is not accessible.

In cases such as asthma, if the child knows how to use their inhaler, they may take it themselves. The authorisation form must also be filled out by the parents. However, the child must advise the educator before administering it.

The use of the EpiPen auto-injector does not replace a consultation with a doctor or a visit to the hospital. After injecting an EpiPen, the centre must call emergency services so that the child make quickly go to the hospital.

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#### 5. UNPRESCRIBED MEDICINE

Unprescribed medicine or natural medicine will not be administered to the children in any case. Even with a note from a parent, the administration of a medicine without a prescription will be refused.

Therefore, a parent who wishes that their child take ibuprofen or other may not count on the centre to administer it. However, the parent may come to the centre to administer the medicine to their child themselves.

If the parent foresees the administration of Tylenol or other as the child feels sick, the centre must refer to the policy on illnesses.