

Cummins Child Development Center

Medication Procedure

1. All medications brought to the center MUST be left at the front desk and a "Medication Order Form".
 - If the medication is an "over the counter" medicine, then a physician's signature along with recommended dosage must be received on the "Medication Order Form". The Medication Order Form with physician's signature will be valid for one year.
 - If medicine is prescribed, then the prescription label along with the Medication Permission Form will suffice.
 - The Medication Permission Form (provided at the front desk) will be valid for a period of one week and is required for ALL medications.
 - Topical ointments used for treatment of a condition will require all of procedures for "over the counter" medications or prescriptions.
 - All medication MUST be left at the front desk. At NO time are medications permitted to be left in the room unattended.
2. All medicine must be labeled with your child's first and last name and will be stored in a locked medication box in the classroom.
3. All Medicine requiring refrigeration must be labeled with your child's first and last name and will be stored in a separate locked container in the classroom.
4. A method for dispensing the medication must be provided with the medication. (Dropper, Medication Spoon, or Medication Cup).
5. Expired medication will NOT be administered at all.
6. Medication will not be administered without parent signature (Medication Permission Form) and physician's signature (Medication Order Form or Prescription Label).

Signature Parent / Guardian:

Date: