



Stay & Play's Decision on the Administration of Medication

Stay & Play has made the following decision regarding the administration of medication:

Stay & Play **WILL ONLY** administer non-prescription over-the-counter topical ointments, sunscreen and topically applied insect repellent.

Section 1: Programs That Will NOT Administer Medication OR Will ONLY Administer Over-the-Counter Topical Ointments, Sunscreen and Topically Applied Insect Repellent

Stay & Play will have parent permission to apply any over-the-counter topical ointment, sunscreen or topically applied insect repellent (TO/S/R) in accordance with VDSS regulations.

Any over-the-counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, Stay & Play will get health care provider instructions before apply the TO/S/R.

All over-the-counter TO/S/R will be kept in its original labeled container. All child-specific TO/S/R will be labeled with the child's first and last names.

TO/S/R will be kept in a clean area that is inaccessible to children. For infants and toddlers, TO/S/R will be kept in diaper bag, which is stored in child-proof cabinet. For older children, TO/S/R will be kept at front desk.

All leftover or expired TO/S/R will be given back to the child's parent for disposal. TO/S/R not picked up by the parent will be disposed of in a garbage container that is not accessible to children.

All over-the-counter TO/S/R administered to a child during program hours will be documented on a Toddler Tidbit page for toddlers, or in the child's file for older children.

All observable side effects will be documented. Parents will be notified of any observed side effects by the end of the day. Parent notification will be immediate if the side effects are severe. If necessary, emergency medical services will be called.

Parents will be notified of all "as needed" over-the-counter TO/S/R applied to their child and told what symptoms were observed that required the application.

The program will only apply over-the-counter TO/S/R which parents supply for their child.

Stay & Play will adhere to the following infection control guidelines whenever apply non child-specific TO/S/R:

- Hands will be washed before and after apply the TO/S/R,
- Care will be taken to remove the TO/S/R from the bottle or tube without touching the dispenser,
- An adequate amount of TO/S/R will be obtained so it is not necessary to get more once the provider has stated to apply the TO/S/R (if additional TO/S/R must be

dispensed after applying it to a child's skin, hands will be washed before touching the dispenser),

- Gloves will be worn when needed, and
- TO/S/R which may be contaminated will be discarded in a safe manner.

Stay & Play understands that as a provider it is our obligation to protect the children in our care from injury. Part of this obligation includes the application of sunscreen and/or other topical ointments according to parent permission.

Section 2: Confidentiality Statement

Information about any child in our program is confidential and will not be given to anyone except VDSS' designees or other persons authorized by law unless the child's parent or guardian gives written permission.

Information about any child in our program will be given to the local department of social services if the child received a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

Section 3: ADA Statement

Stay & Play will comply with the provision of the Americans with Disabilities Act. If any child enrolled at Stay & Play now or in the future is identified as having a disability covered under the Americans with Disabilities Act, we will assess the ability of the program to meet the needs of the child. If our program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, Stay & Play will follow the steps required to have our program approved to administer medication.

Section 4: Provider Statement

We understand that it is our responsibility to follow our Program's Decision Regarding Medication plan and all health and infection control regulations applicable to child day programs.

Stay & Play's Decision Regarding Medication plan will be made available to parents at enrollment, whenever changes are made and upon request.

Provider and the parent of each enrolled child must sign below. The provider must maintain a copy of this form in each child's individual record.

Staff signature:	Date:
Parent or Guardian's Signature:	Date: