



## Medication Policy

The CCNS policy regarding medication is restricted to the administering of only certain oral, topical, inhalant and injectable medications regularly necessary for a child's safety, allergies or other physical condition. The dispensing of such medication can only be done when the following conditions required by the State of Connecticut are met.

1. A completed **Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel Form** is on file. This form requires both the child's doctor and parent/guardian to complete sections of the form.
2. The medication to be administered cannot be the first dose, except in the case of an emergency or if the medication is Epinephrine.
3. The medication date has not expired and has been prescribed for the child specified on the Doctor's order.
4. Medication is stored in the original child resistant safety container, appropriately labeled, and kept in a locked cabinet or refrigerator, except in the case of medications used for severe allergic reactions. These medications shall be kept out of the reach of children, but readily accessible in the classroom where the child is located.
5. CCNS staff members maintain current certifications to administer these medications.
6. All medications administered are recorded on a **Medication Administration Record** approved by the State of Connecticut.
7. All medication administration errors are reported to the parent immediately in writing.

---

### Where Children Learn Through Play