



Pluto

— DAY CARE —

WEBER STREET • ACTIVA • KING STREET

Drug & Medication Administration Policy & Procedures

At Pluto Day Care, your child's health, safety and well-being are our top priority. This policy outlines how we safely administer drugs and medications to children in our care.



This policy is in accordance with Ontario Regulation 137/15.



1. PARENT AUTHORIZATION

Whenever possible, please give medication at home. If medication must be given at the centre, parents must provide written authorization.

- ✓ Prescription medications require a completed Medication Form.
- ✓ Over-the-counter medications require a doctor's note.
- ✓ All authorization forms must include dosing instructions and timing.
- ✓ Authorization forms are reviewed annually or when needed.



2. MEDICATION REQUIREMENTS

All medications must:

- ✓ Be in the original container from the pharmacist.
- ✓ Be clearly labelled with the child's name, medication name, dosage, storage instructions, start date and expiry date.
- ✓ Match the information on the Medication Form or doctor's note.
- ✓ Be provided for the specific child only.



3. STORAGE & HANDLING

- ✓ All medications are stored in a locked medication box, out of reach of children.
- ✓ Special storage (e.g., refrigeration) will be followed as directed.
- ✓ Staff, students and volunteers cannot keep personal medications accessible to children.
- ✓ Medications will be checked regularly for expiry dates.



4. EMERGENCY MEDICATIONS

For children with medical plans (e.g., allergies, asthma):

- ✓ Emergency medication (e.g., epinephrine, puffers) will be easily accessible but still out of reach.
- ✓ Staff are trained to respond quickly in an emergency.
- ✓ All emergency medications require a medical plan and proper labelling.



5. RECORD KEEPING

- ✓ Each time medication is given, staff will record the date, time, dosage and staff initials.
- ✓ All records are kept in a secure location for at least 2 years.
- ✓ Parents will be informed of any medications administered at the end of each day.



OUR COMMITMENT TO YOU

We are committed to creating a safe, caring and healthy environment for all children. Thank you for partnering with us to keep your child happy and healthy!



IMPORTANT NOTES FOR PARENTS



MEDICATION MUST NOT BE EXPIRED.

Please check expiry dates regularly and replace medications as needed.



INFORM OUR TEAM.

Let us know right away if there are any changes to the dosage, medication or medical plan.



COMMUNICATION IS KEY.

Talk to our team about any questions or concerns you have about your child's medication.



YOUR CHILD'S SAFETY IS OUR PRIORITY.

We follow strict procedures to ensure medications are administered safely and appropriately.



REMEMBER

Whenever possible, please administer medication at home. This helps reduce disruptions to your child's routine and minimizes the risk of errors.

Questions?

Please speak with our Management Team. We're here to help!

