

MEDICATION ADMINISTRATION

Parent/Guardian Information



When a child needs medication, it is best to administer at home. In the event that is not possible, trained SUMMIT staff will administer medication according to our policy.

Instructions if medication is needed in the classroom:

1. Medication paperwork, **Administration of Medication Consent Form/Care Plan**, is needed for **ALL** medications. A signed Dr. note will be accepted if all information is present and the parent signs the SUMMIT medication paperwork.
 - You can get the medication paperwork from a staff person or online at www.summitearlylearning.org
 - ALL medications, including antibiotics and over the counter medication need medication paperwork. Only Vaseline, Sunscreen lotion of SPF 15 or higher and non-medicated diaper cream can be used without written Dr. permission and instruction.
2. Medication must be supplied in the **original pharmacy-labeled package** and not be expired.
3. Please provide any extra supplies needed, such as tubing, masks, spacers, medicine dosage cups, syringes....
4. **Teachers and bus staff cannot accept medications.** Only Administrative Assistants, Center Directors and Nurses can accept the medication and paperwork. Please make arrangements to meet with one of these staff to assure someone will be available to accept your medication.
5. Medication paperwork is valid for one year after date signed. A new medication form will need updated by the physician yearly for routine medications or any new dosage changes in an existing medication order.
6. For narcotic-type medications, the parent will need to bring in one week's worth of medication. Designated staff will count the amount of medication in the presence of the parent/adult who delivers and both will sign the medication log each week.
7. Children may not carry and administer their own medications.

If you have any questions please call your Center or one of the nurses listed below.

*Holly Lehman, Health/Nutrition Coordinator
570-966-2845 ext. 3131*

*Amber Edison, Snyder County Nurse
570-966-2845 ext. 3126*

*Christina Hayes, Mifflin County Nurse
717-513-4277 ext. 4305*

*Michele Hill, Union County Nurse
570-524-0926 ext. 3425*