

**HEAD START POLICIES AND PROCEDURES
CHILD HEALTH AND DEVELOPMENTAL SERVICES**

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Agency Director Approval Date:	Sponsoring Board Approval Date:	
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SUBJECT: Medication administration training

PERFORMANCE OBJECTIVE: The program will designate a trained staff member to administer, handle and store child medications. The program will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

OPERATIONAL PROCEDURE:

All center staff will be trained on the medication procedure. Qualified teachers will be trained and designated to give medicines in the classroom to children. If a classroom has more than one qualified teacher, then one should agree to be the one giving the medicines on a regular basis, and the other should be the back-up should the other be absent. Only Head Start personnel will be responsible for giving medications to children at the center, unless the parent of the child chooses to come to the center to give his/her child the needed medication. *No parent volunteer or other volunteer will be given the responsibility of administering medication to a child.* *Key Points for Medication Administration and Steps to follow when giving medicine to a child* will be placed in the center/class *Medication Folder*. Qualified teachers will be trained specifically in administration, handling, and storage of medications at *New Employee Orientation* and at the annual preservice inservice trainings. The Head Start nurse/Health Manager will act as a consultant to staff to assist in problem solving if questions or concerns arise about giving medicines. The Head Start nurse/health manager will also monitor the giving of medicines in the center by visiting the center where medicines are given, observing techniques and documentation on the medication administration record.