

## Medication Administration Guide for Parents

The Ohio Department of Job and Family Services requires that medication procedures are followed exactly. Please read the following statements and help us to keep your children safe while they are with us.

- Print the Request for Medication form off of the Forms Center (KGS website)
- Bring the medication (exact name) that is on the form. If you put Benadryl on the form, it must be Benadryl that you bring...not a generic antihistamine.
- We need medication forms on anything from hand cream, diaper cream and lip balm to prescription medication.
- Medication must be in its original container with the original prescription label attached.
- The directions on the prescription label must be followed. This includes expiration dates and amount/times of administration.
- Medication may not be stored unless it is a part of a larger Medical Care Plan. If there is a medication that needs to be administered for longer than 3 consecutive days, a Medical Care Plan is required.
- Any medicine that contains a fever-reducer must have a doctor's signature (and the doctor may not put the use as "to reduce fever"). Any acetaminophen will be used for pain relief only.
- Any medication that requires a doctor's signature if child is under a certain age, must have a doctor's signature before being administered.
- All medication is stored in the office. Please bring the medication with the form to the office upon arrival.

Please adhere to these guidelines so we can keep your children safe.

Thank you!