

NOT JUST ANOTHER DAYCARE

Dear Parents,

We are asking our parents to review, date and sign our medication policy.

Any medication brought to the center by parents/guardians for their child must:

- Be in the original container and within the date of expiration
- Be labeled with the child's name
- Be labeled with the date
- Include dosage directions on the bottle and on the Medication Record Form
- Prescription medication must include the doctor's name
- **All over-the-counter medication must be accompanied by a note from the physician with dosage instructions, and must be signed by the parent or guardian.**

Medication will not be administered on an "**as needed**" basis. There must be specific times assigned. The Medication Record Form must be completed by the parent or guardian with the following information:

- Child's name to whom medication is to be given
- Name of the medication to be given
- Date, time and amount of medication to be given

All medication to be administered must have written parent/guardian permission and be given as directed by a physician.

Please feel free to stop at the office if you have any questions.

Sincerely,

Brittany Kokosz/Director

Printed Parent/Guardian's name:

Child's name:

Date: