

MEDICATION ADMINISTRATION POLICIES

Prescription:

Prescription medications must be in their original container/box. The label must be clearly marked with the medication name, child's name, dosage, route and frequency. Your child's prescribing physician must complete the Maryland State Medication Authorization Form*. (Forms are on the website or in the office)

Non-Prescription:

Topicals for Prevention:

Sunscreens, bug repellants, lotions, soaps, chap sticks and diaper creams must all be clearly labeled with child's first and last name. Parent/Guardian must complete our Topical Authorization Form. This form is not the state form, it is our own permission form. (Forms are on the website or in the office)

Topicals for Treatment:

If a topical is needed for treatment **beyond** prevention, your physician must fill out the Maryland State Medication Authorization Form*. (Forms are on the website or in the office)

Oral Non- Prescription including Acetaminophen:

Non-Prescription medication must be accompanied by the Maryland State Medication Authorization Form*, signed by both physician and parent/guardian. We will not accept any oral non-prescription medication unless ordered by your health care provider.

*The Maryland State Medication Authorization form is an official document that must be completed by both the parent/guardian and physician.

- Please take extra care in filling out the information necessary. Leave nothing blank on the document. If it does not pertain, please write N/A.
- Your child's first and last name must be clearly marked.
- The Brand name (exactly as it is on the medication or topical i.e. CVS brand sunscreen) must be listed as the Medication, the dosage, time to be given and both the start and stop date must be completed.
- Parent/Guardian Signature and date is required.
- All medication must be properly stored, please hand the medication and the forms to an office administrator and wait while they look over the forms for completion.

Thank you for taking the time to review these procedures. Your child's safety and health care is our first priority. As always, if you have any questions regarding these policies please stop by the office.