

Dear Parent/Guardian,

Your child's safety and the safety of others is our primary concern when medication is needed during school hours. Whenever possible, medications should be administered at home, outside of school hours. **The following requirements must be met if trained HS/EHS Staff administer medication to your child during the day (RCW 28A.210.260.270):**

1. **Only medications given by mouth** may be administered by trained staff.
  - Eye drops, ear drops, etc. cannot be administered by unlicensed staff.
  - No medication requiring injection shall be administered by unlicensed personnel except for automatic injector pens ordered for an emergency allergic reaction (i.e. Epi-Pen).
  - **Contact your FSC** if assistance with non-oral medications or other types of treatments are needed.
2. **Medication must be delivered to your center by the child's parent/guardian.**
  - Please allow time for staff to count pills/capsules with you.
  - If half pills are needed, parents must split them prior to delivering medication to staff.
3. **A Medication Request form must be completed** before any medication can be given by staff. This form is available from your FSC.
  - The form must be **completed and signed by the child's LHP (Licensed Health Care Provider)**.
  - The form must be **completed and signed by the child's parent/guardian**.
  - A form must be submitted for each medication, **including over-the-counter medications** such as pain relievers, cough drops, cold medicines, sunscreen, and **prescription medications**.
  - The completed medication request form can be hand delivered, mailed or faxed to your HS/EHS Center.
4. All **medication must be in a properly labeled container.**
  - Prescription medication must be in a container labeled by a pharmacist or physician with your child's name, the correct name of medication, dosage and time for administration.
  - Over-the-counter medication must be in its original container, unexpired, and labeled with your child's name.

**Other considerations:**

1. A medication record will be maintained for all children for which medication is administered by staff.
2. Medications shall be returned directly to the parent/guardian or destroyed when discontinued or at the end of the school year.

Thank you for your cooperation and assistance in maintaining a safe class environment.

Head Start Health Services Specialist (533-4849)

Head Start Nurse Consultant