



PDS Medication Policy

(Recommended to greatly reduce the number of violations)

Medication violations are one of the most damaging violation issues, besides sanitation or supervision violations, mostly because there are so many specific requirements that can be missed. These violations cost you 6 points for each type of medication violation, and jeopardize your compliance history. The great news is, these violations are PREVENTABLE! The key is an organized and uniform medication policy. We hope you find our methods easy to use, and effective in eliminating these violations!

1. **Use a form that is easy for your parents to use.** We like medication forms that use the “check boxes” so that you leave very little chance the parent will fill out the form incorrectly.
2. **Keep all medications locked up- NO MATTER WHAT!** We know that technically diaper creams can put kept “out of reach” but not locked up in some counties, it confuses staff. Other types of medications get left out mistakenly, and diaper creams can get scattered everywhere. Making it mandatory that all medications are locked up ensures little confusion and less possibility for mistakes.
3. **Keep all medication forms with the actual medications.** The more organized your medications are, the easier they are for you and your staff to maintain, and easier for your Licensing Consultant to check, **FAST!!!**
4. *****We would advise that each child’s medication be kept in an individual Ziploc bags with its Medication Form enclosed.** On the outside of the bag, write the child’s name, medication name, & date the form expires***
5. **Check your medication forms REGULARLY!** The only way to completely eliminate medication violations is assign someone (one person) a scheduled task of check for all medications in the center.
6. **Provide your team with medication training.** As part of New Hire Orientation, at staff meetings, or by having an outside company such as PDS train every member of the staff on the medication regulations so that all your team members are accountable for medication compliance in their classrooms. It is important they take this seriously!
7. **Limit the number of medications allowed per child.** Typically, the centers that consistently have medication violations are the centers that allow 3-5 medications per child. Keeping your medications in compliance is hard enough when each child has one medication. Allowing several different kinds of diaper creams (or other medications) for each child greatly increases the chances of violations.
8. **Eliminate all medications when possible, except for life sustaining medications.** Such as asthma inhalers, nebulizers, and epi-pens for example. Studies were recently done proving that most medications can be given in the morning and afternoon at home, not needed to be given in childcare at all! You can definitely continue administering medications if you choose; you just have to be diligent!