



## ADMINISTRATION OF MEDICATION

Because of a recent meeting with our Medical Consultant and a review of the current processes, we are required to make slight changes to the paperwork protocol necessary for the center to administer medication.

As a MAT trained facility, we can administer medication to your children while in our care. Attached you will find a copy of the paperwork that must be completed by Parent/Guardian, Child's Physician and lastly the Center. You can also locate this form on our web page.

Effective immediately all forms must be completed **in full by the parent/guardian and physician and sent to us by the parent.** We can no longer accept forms sent directly by physicians.

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### **For Prescription Medication**

- Physicians must complete #1 through #18 (please make sure medication name and dose on prescription label matches paperwork **exactly** – we cannot differentiate between generic and name brand medications)
- Parent Guardian must complete #19 through #23
- Physicians complete #33 through 36 as needed

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## **For Over-the-Counter Topical Ointments, Sunscreen and Topical Insect Repellant**

- Parents must complete #1 through #17 (Omit #18)

All completed forms must accompany any medication being dropped off. All Medications must be in their original boxes with the prescription label intact and clear. Once medication or directives on the form expire, we will return the medication immediately and you will have to repeat the process of obtaining a new form.

Please understand the safety of your children is our priority and we thank you for your cooperation and understanding.

If you have any questions or need any clarification, please feel free to contact us so we can assist you.

\*\*\*See attached medical form