

Planning Your Day



Each day, before children arrive in your program, you'll need to plan for the medication needs of children in your program. Follow these tips to plan your day.

- Review each current *Written Medication Consent Form* for the following:
 - ◆ The time the medication is due
 - ◆ The symptoms to look for if the medication is “as needed” medication
 - ◆ The expiration date to make sure the consent is not expired
- Check each medication's expiration date, including any stock medication.
- Check how much medication is left so you can let parents know when your supply is getting low.
- Decide where you will give medication. A safe area should be:
 - ◆ well lit;
 - ◆ where you can provide adequate supervision when giving the medication;
 - ◆ near all of the supplies you need to give the medication, like paper towels and gloves; and
 - ◆ clean before you give medication.

You'll also need to be flexible once the children arrive at your program, since you may need to change your plan.

You may find out information when children arrive at your program:

- Medication may have been taken before coming to your program.
- New medication may be needed.
- Medication doses may change or be discontinued.



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