



2.10 Medication/Treatment Log Instruction Sheet



PURPOSE STATEMENT:

This form is used whenever the authorized medication is administered to a child at school.

TIMELINE:

The form is used immediately after administering the medication.

STAFF RESPONSIBLE:

The staff listed on the Individual Health Plan and Authorization to Administer Medication at School form that are trained and authorized to administer medication. There should be at least one of these staff present in the classroom whenever the child is in attendance.

INSTRUCTIONS:

This form will be kept in the child's medication bag along with a copy of the Individual Health Plan & Authorization to Administer Medication at School form. Once all entry lines of the log have been completely filled out, file the form in Section 2 of the Child File and insert a new form into the medication bag.

- Fill in child's first/last name, date of birth; physician's first/last name, physician's phone number, and address; name of medication, medical condition; period of medication administration (Begin and End dates) as stated on the Authorization to Administer Medication at School form.
- If the child requires diaper rash cream/ointment or sunscreen, a copy of the Parent Consent for Application of Diaper Rash Cream or Sunscreen form is kept with the diaper rash cream or sunscreen. Staff documents each application of the diaper rash cream/sunscreen on the medication treatment log.
- **Please Note: Diaper rash cream** and **sunscreen** are the **only** over-the-counter medications that only require the parent consent form. All other over the counter medications require an Individual Health Plan and Authorization to Administer Medication at School form filled out and signed by the child's physician and parent/guardian.
- Fill in the columns accordingly each time a medication is administered. Staff must note the child's condition before and after medication is given.
 - For example, Condition of Child Before Medication: "child was coughing and wheezing" and Condition of Child After Medication: "child breathing better."
- Check off the "Parent Notified" column after parent/guardian was notified.
- Staff signs the log each time medication is administered.