



## **Medicine Policy**

All Children Christian Academy strive to have healthy children and employees. In order to do our best in keeping this goal we must set and maintain guidelines each family and employee must follow. The Licensing Board sets some of these policies and others are implemented by The ACCA Academy to help ensure safety and healthiness.

1. The Guardian Angels Christian Academy prefer not to administer any medicine. Many times, if you let your doctor know in advance it is better if medicine is only administered at home, he can prescribe a dosage to fit your need. However, if it is Medically necessary for your child to be given medicine at ACCA, we will only give it at lunch time (check for the lunch time of your child's class with his or her teacher) and at 4:00 p.m. Please explain this policy to your doctor.
2. Prescription medicine will not require a doctor's note. However, any other medicine (such as Tylenol, Benadryl, Motrin, etc...) must have a doctor's note with it standing it is okay when to give the medicine to your child. This maybe a faxed note from the doctor's office with the doctor's signature.
3. All medicine must be in the original bottle and must have current, non-expired dates for dispensing. All the Medicine bottles must be labeled with the child's name the medicine is to be given to.
4. Any medicine (including first aid creams, baby powder, diaper creams or sunscreen) to be given to the child at ACCA, we must have a Medical Parent Authorization form filled out and signed by the parent. If this form is not properly filled out the medication will not be given.
5. If a child needs non-prescription medicine and obtains a doctor's note for it to be given at ACCA, the doctor's note will only be valid for ten (10) days. After the ten (10) days another note must be obtained from the doctor.
6. If any child needs to be given a medicine on a regular, continued basis the medicine should only be brought in weekly doses. ACCA will not be responsible for large quantities of medicine left in the center.

With a large number of children, it is always a risk for ACCA to give medicine. In understanding your need for us to do this at times, we have established a policy that will help assure safe practices and consistent dispensing. Please help us in following this policy to make it safe for all children attending All Children Christian Academy.

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Signature of parent or legal guardian

date