



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
PAGE 1 of 1
EFFECTIVE: 07-02-10
Updated

SUBJECT:
MEDICATION ERROR POLICY AND PROCEDURE

APPROVED: 07-02-10


BY: Ron Griffin, Director

PURPOSE

All Prescribed medication will be administered only by designated staff (Site Supervisor, Child's Teacher, or the Teacher in Charge), the Health Specialist, or the Disabilities Specialist with a Physician's written statement and Medication Consent signed by the child's parent or guardian.

POLICY

Medication Error Definition: A situation in which one or more of the "Five Rights" were not observed:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Route/Method
5. Right Time

REFERENCE

Head Start Performance Standards 1304.22(C)(6)

PROCEDURE

The following steps need to be done:

1. Do CPR as needed.
2. Call 911 if life threatening (e.g. child is having shortness of breath, loss of consciousness).
3. The teacher or staff should stay with the child until medical assistance is available.
4. Notify the Site Supervisor immediately.
5. The Site Supervisor will notify the child's parents, the Health Specialist, the Disabilities Coordinator, and Education Managers as soon as possible.
6. The designated staff who made a medication error will complete and fill out a Child Incident Report, Unusual Report, and CPS Report if child abuse is suspected. Copies are to be forwarded to Community Care Licensing.
7. Copies of the Child Incident Report, Unusual Report, and CPS Report, if child abuse is suspected, are also given to the PSD License and Facilities Coordinator at the PSD main office.
8. Document each event appropriately.

A mandatory Medication Administration Procedure Training and Update will be conducted by the Health Specialists once a year and as needed to all designated staff.