

NESD Head Start Program, Inc.

Leftover or Outdated Child's Medication Procedure

At the end of the school year children's medications are given to the child's parent/guardian.

If the teacher/teacher assistant is unable to contact the parent/guardian to give them the medications, the medication will be removed from the classroom by the **Education Coordinator** and stored with the Health Coordinator.

The medications will be stored in the Health Coordinator's office in a marked zip lock bag in the storage cabinet.

After failed attempts to contact the parent to pick up the medication, the medication will be disposed of by the Health Coordinator and Health-Nutrition Manager at the appropriate disposal site.

A Medication Log will be used by Head Start staff to note which medications for which child have been turned into the Health Coordinator. The log will also contain the signature of the staff disposing of the medications and a witness signature of the disposal.

Leftover/Outdated Child's Medication Disposal Log

Name of Child: _____ Name of Medication: _____

Head Start Site: _____ Head Start Staff: _____

Disposed by: _____ Date: _____

Witnessed by: _____ Date: _____

Disposal Site: _____

Name of Child: _____ Name of Medication: _____

Head Start Site: _____ Head Start Staff: _____

Disposed by: _____ Date: _____

Witnessed by: _____ Date: _____

Disposal Site: _____

Name of Child: _____ Name of Medication: _____

Head Start Site: _____ Head Start Staff: _____

Disposed by: _____ Date: _____

Witnessed by: _____ Date: _____

Disposal Site: _____

[Type text]