

# Medication, Sunscreen & Diaper Cream Guidelines

At **NDPCI**, the health and safety of all children is our top priority. To ensure safe practices, the following guidelines are in place for medications and personal care products.

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## Medication at the Centre

Staff only administer medication in specific situations, such as:

- EpiPens
- Inhalers
- Doctor-prescribed medications

A **medical plan** will be created for any child requiring medication, in partnership with families and the Supervisor.

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## Medication Requirements

All medications must:

- Be in **original packaging** with clear instructions
- Be **labeled** with the child's name, dosage, and expiry date
- Be **within expiry date**

Medication will **not** be accepted if:

- It has been transferred to another container
  - Required information is missing
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## Storage & Handling

- Medications are stored securely in a **locked container**, inaccessible to children

- Families may choose to **bring medication daily**, provided it is handed directly to staff at drop-off and taken home at pick-up
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## In Case of an Emergency

If a medication error occurs, staff will:

- Notify the Supervisor immediately
- Contact the parent/caregiver
- Follow medication instructions and call **911 if required**
- Remain with the child until the parent arrives

All incidents are fully documented.

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## Allergies & Medical Information

- Allergy and medical information is posted in key areas of the centre
  - Staff and families review and sign to confirm understanding of care plans
  - EpiPens and inhalers are:
    - Stored and used according to instructions
    - Always kept **out of reach of children**
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## Sunscreen & Diaper Cream

With parent/guardian permission, staff may apply sunscreen and diaper cream.

Products must:

- Be in **original packaging**
  - Be **labeled** with the child's name
  - Include **written instructions** for application
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**Thank you for helping us maintain a safe and healthy environment for all children.**