

**Butterfly Garden Learning Center, Inc.**  
12546 West 159<sup>th</sup> Street  
Homer Glen, IL 60491  
Stacey Mladic and Dana Ruane, Directors

### **Disbursement of Medication**

1. Both prescription and non-prescription medication shall be accepted only in its original container and must be handed to a director.
  - Prescription medications shall be labeled with the full pharmacy label.
  - Non-prescription medications shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.
2. Medication shall be administered in a manner that protects the safety of the child.
  - The on-site school Director will administer and document the dispensation of the medication each day.
  - Prescription medication shall be administered as required by a physician, subject to the receipt of appropriate releases from parents which shall be on file and regularly updated. Prescription medication shall be used only for the child named on the label.
  - Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by a parent with written permission.
  - Butterfly Garden Learning Center, Inc. shall maintain records of the dates, times administered, dosages, prescription number, if applicable, and the name of the person administering the medication.
3. Medications will not be used past the date of expiration.
4. When a child no longer needs to receive medication, the unused portion or empty bottle shall be returned to the parent.
5. Any topical products will be approved by the parent in writing prior to use on the child.
6. Any medications to be orally administered must be in liquid form.