



**DEPARTMENT OF THE AIR FORCE**  
51ST FORCE SUPPORT SQUADRON (PACAF)  
UNIT 2065  
APO AP 96278-2065

MEMORANDUM FOR: CHILD DEVELOPMENT PATRONS

FROM: 51FSS/FSYC

SUBJECT: MEDICATION POLICY

In accordance with AFI 34-144, the Child Development Center will adhere to the following guidelines when administering medication:

1. The center will administer only current medications prescribed by a medical authority.
2. Prior to administering medication, the parent or guardian must complete an AF Form 1055 Medication Permission. Parents must provide specific instructions, signature and initial daily on the permission verification.
3. The center will not administer the first dose of medication due to the possibility of a reaction. Parents must administer the first dosage wait twenty (20) minutes before the child may be signed in.
4. Prescription medication shall be the original container, stored according to instructions labeled with specific child's name, name of the medication and dosage strength, dosage schedule, with instructions for use and physician's name and date of prescription. The prescription must be current (within 6 months), **NOT EXPIRED** and the measurement instruments must be provided.
5. No "over the counter" medications, including aspirin, aspirin-like products, antihistamines, cough syrup, and diaper ointment will be administered unless a medical authority has prescribed them for a particular child. (This includes Vaseline, Baby Powder, Cornstarch, A & D ointment, Desitin, Orajel, etc.) If over-the-counter medication is prescribed, the guidelines in item "3" above are required to administer the medication. Diapering cream will only be applied for treatment purpose.
6. The center will provide sunscreen lotion approved by the program medical advisor. Parents must authorize the use of sunscreen lotion, lip balms, and hand/body lotions annually.
7. Children's Tylenol or Motrin (Motrin for children older than 6 months) will only be given for fever or pain related to specific diagnoses that have been determined by a medical provider. Tylenol or Motrin will not liberally be administered for an isolated fever of unknown origin without further guidance.
8. "As needed" medication will require an expiration date and re-verification by a physician in writing after each 6 month period.

9. Medication times:

- a. If the medication schedule is twice a day, the center will not administer the medication.
- b. If the medication schedule is 3 times a day, the medication will be administered at 1130.
- c. If the medication schedule is 4 times a day, the medicine will be administered at 1130 and 1530.
- d. Medication will only be administered at 1130, or 1530, Monday through Friday. Time may only be altered with a justification from a medical authority

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**\*Parents please sign and date understanding of Osan CDC medication policy and procedures:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_