



TOWN OF AMHERST YOUTH & RECREATION

ERIE COUNTY, NEW YORK

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Dear Parent/Guardian,

The following information outlines the Office of Children and Family Services (OCFS) regulation regarding medication in a childcare setting. The directive requires at least one staff member to be trained in medication administration as well as have documentation for each medication a child is to receive while in our care. At this time, the Program Leaders and several lead staff at each site have successfully completed the Medication Administration Training.

Attached please find a Written Medication Consent Form. The parent and the child's physician must complete this.

AS PER OCFS REGULATIONS, UNDER NO CIRCUMSTANCE WITH A CHILD BE GIVEN MEDICATION AT A CHILD CARE SETTING WITHOUT PROPER DOCUMENTATION.

If you have any questions, please contact me at 631-7215 or jzapfel@amherst.ny.us

Thank you for your cooperation.

Sincerely,

Janice Zapfel, RN
Medical Director