

HILDEBRANDT LEARNING CENTERS

1065 Highway 315, Wilkes-Barre, PA 18702-6941

M E M O R A N D U M

TO: Parents

FROM: Hildebrandt Corporate Office

DATE: January 12, 1998

SUBJECT: Administration of Medication

In our effort to assure safe administration of medication, parents are asked to comply with the following addition to our Medication Policy:

Any time a parent administers medication that has been signed-in on the center's Medication Consent Log, parents must complete the Log's last three columns (Time Given, Amount and Staff Signature).

It is important that this policy change be strictly followed. Doing so will assure that all staff can see that medication has been administered.

If you have any questions, please don't hesitate to contact me.