

## **Policy on Medication Administration in Child Care**

**Importance:** Proper administration and storage of medication in the child care setting is important to ensure children are receiving the correct medications at the correct dosage and time.

**Provider's Responsibilities:**

This facility will administer medication to children with written approval of the parent and an order from a health provider for a specific child or a specific condition for any child in the facility.

Because administration of medication poses an extra burden for staff, and having medication in the facility is a safety hazard, medication administration in child care will be limited to situations where an agreement to give medicine outside child care hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents or legal guardians may administer medication to their own child during the child care day.

**Procedure:** I will administer medication only if the parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container. The facility must have on file the written or telephone instructions of a licensed clinician to administer the specific medication.

- 1) For prescription medications, parents or legal guardians will provide caregivers with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage and disposal instructions. For over-the-counter medications, parents or legal guardians will provide the medication in a child-resistant container. The medication will be labeled with the child's first and last names; specific, legible instructions for administration and storage supplied by the manufacturer; and the name of the healthcare provider who recommended the medication for the child.
- 2) Instructions for the dose, time, method to be used, and duration of administration will be provided to the child care staff in writing (by a signed note or a prescription label) or dictated over the telephone by a physician or other person legally authorized to prescribe medication. This requirement applies both to prescription and over-the-counter medications.

3) A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions should include the child's name; the name of the medication; the dose of the medication; how often the medication may be given; the conditions for use; and any precautions to follow. Example: children may use sunscreen to prevent sunburn; children who wheeze with vigorous exercise may take one dose of asthma medicine before vigorous active (large muscle) play; children who weigh between 25-35 pounds may be given 1 teaspoon of acetaminophen 160 mg/5cc (1 teaspoon) for up to two doses every four hours for fever. A child with a known serious allergic reaction to a specific substance who develops symptoms after exposure to that substance may receive epinephrine from a staff member who has received training in how to use an auto-injection device prescribed for that child (e.g., Epipen®). A child may only receive medication with the permission of the child's parent or legal guardian and when the staff person who will give the medication has demonstrated to a licensed health professional the skills required.

4) Medications will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, closed container that is inaccessible to children and prevents spillage.

5) Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication. Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

6) A medication log will be maintained by the facility staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

7) Medication errors will be controlled by checking the following 5 items each time medication is given:

- a. Right child
- b. Right medicine
- c. Right dose
- d. Right time
- e. Right route of administration

When a medication error occurs, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the facility.

**Policy Application:** This policy applies every day there are children in my care.

**Policy Communication:** I will provide all parents with a copy of this policy and keep them updated on activities and plans having to do with this policy.

**Effective Date:** This policy is effective \_\_\_\_\_(MM/DD/YYYY) and I will review this every 12 months or as needed.

**Signature of Provider:** \_\_\_\_\_

**Resources:**

National Association for the Education of Young Children  
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