

Medication Administration Policy

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(SJA)

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Number:	800.13
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I. Policy:

The Department of Children and Families (DCF) and National Accreditation Commission (NAC) have regulations on administering medication. DCF 251 requires the following:

- Center staff may administer prescription and non-prescription medication if it is required to be given during the time the child is in care. Medications that can be given while the child is at home should be.
- Center staff must have written authorization from the parent or guardian to administer medication. The authorization must be signed and dated. The authorization must be kept on file.
- The authorization from parent must include the child's first and last name, birth date, name of medication, administration instructions, dosage, medication intervals and the length of the authorization.
- The medication must be in its original container.
- All medication is stored in a locked refrigerator, cabinet, or container and is inaccessible to children.
 - All controlled substances will be stored and locked in Program Supervisors office
 - All medication required while on field trip will travel in locked box, in a back pack and inaccessible to children
- Medication has not expired.
- The medication should be labeled with the child's name and the label should include the recommended dosage and directions for administration.
- A written record including the type of medication given, dosage, time, date, and the name of the person administering the medication shall be made in the medical log on the same day the medication was given.

In addition to the regulations listed above, NAC (C 10) requires the following:

- The program does not administer the initial dosage of a medication, except with a physician's written permission for life-threatening situations.
- Medication is given only by designated staff trained in administration of medication.
- Medication delivered by device (ex: Epi-Pen, inhaler, nebulizer):
 - Parents or a health care professional provide written instructions on indications for use that includes signs and symptoms that the medication is needed.
 - Parents or a health care provider demonstrate the use of the device and any special care after use to all staff who will be administering the medication.
 - Documentation of the demonstration for use and care is made on the DCF Medication Form including date and staff in attendance.
 - Medication is given only by the staff trained on the use of the device.

- Training on use and care of the device is provided annually or as needed with staffing or device changes

II. Procedures:

Prior to dispensing any medication (non-prescription/prescription), you must have the parent complete the green DCF Authorization to Administer Medication-Child Care Form. The parent needs to complete the following:

1. Child's name and date of birth
2. Medication information:
 - a. Name of Medication
 - b. Dosage (If dosage indicates "Consult a physician" must have doctors note indicating dosage)
 - c. Time of Day to be administered
 - d. How to be administered
 - e. Dates from and to (Must have start and end date-cannot be an open timeframe)
3. Over-the-counter (OTC) information if applicable
4. Controlled substances must be recorded and initialed on daily log to document proper number of pills given by either parent and/or staff member. The storage of this medication will be in a locked container in the Program Supervisors office.
5. Additional information/instructions if applicable
6. If medication is delivered by a device (ex: Epi-Pen, inhaler, nebulizer) staff and parent sign and date that the staff member(s) has been trained to use the device in the special instructions box of the DCF Medication Form.
7. Parent Signs and dates form

You will verify that the medication is in its original container, with the label instructions and date. You will also verify that the medication has the child's first and last name on the container. You will also verify the medication is not expired. All medication must be put in **locked container**, inaccessible to children-**NO EXCEPTIONS!**

Once you administer the medication, you will need to fill out and sign the DCF Medication Form each time you administer medication. After giving the medicine, immediately log the same information in the Classroom Medical Log book.

Medication Errors

If a mistake is made in administering medication: Giving the wrong medicine, missing a dosage and giving the wrong dosage you should:

1. Notify your direct supervisor immediately
2. Notify the parent immediately
3. If you feel the child may have been poisoned, you must call poison control at 1-800-222-1222 to seek their advice
4. You must also document the error on an incident report within 24 hours of the incident
5. If the child seeks medical attention-you must fill out a licensing incident report within 24 hours of incident and Early Childhood Management will submit that report to licensing with 24 hours of the incident
6. Early Childhood management will notify President/CEO of any incidents related to child medication errors immediately
7. Log the incident in the medical log book

Lost or stolen controlled/prescription medication

In the event a child's controlled substance and/or prescribed medication is discovered to be lost or stolen the following procedures must be followed:

8. Notify your direct supervisor immediately
9. Notify the parent immediately
10. Complete a licensing incident report outlining all the facts known to your direct supervisor within 24 hours of the incident
11. Early Childhood Management will file a police report the day of the incident
12. Early Childhood Management will submit report to licensing within 24 hours of incident if a child received the wrong medication or did not receive their medication based on the medication being lost/stolen.
13. Early Childhood Management will contact NAC (National Accreditation Commission) to see if a report is required within 24 hours of the incident
14. Early Childhood management will notify President/CEO of any incidents related to lost/stolen medication immediately
15. Log the incident in the medical log book

Staff Training

All staff will be trained on this policy during new hire orientation and annually during the all staff training every August.

Staff who do not follow this policy and procedure will be subject to disciplinary action up to and including termination.

I, _____, have read and understand this policy on medication administration, storing/logging of controlled substances and reporting lost/stolen medication. I agree to follow this policy and understand that I can be subject to disciplinary action if I do not.

Employee Signature

Date

Approved by: _____

President/CEO

Date

8/23/2021