

# Step 1 Essential Trainings

## Administration of Medication



### Checklist of Practice

Always	Sometimes	Not Yet	Caregiver Strategies: What they look like in practice
			1. Staff members that administer medication meet the minimum qualifications outlined in the Medication Administration Policy.
			2. Providers adhere to the 6 Rights as outlined by Caring for Our Children
			3. Providers only accept pharmacy labeled prescription or non-prescription over-the-counter (OTC) medications with a written order from a prescribing health professional.
			4. Prescription medications are dated, kept in the original container, and are properly labeled by a pharmacist.
			5. OTC medications are kept in the manufacturer's original container, and are labeled by the parent/ guardian with the child's name and specific administration instructions given by the child's prescribing health professional.
			6. Medications are stored at the proper room temperature, in the original container, and in a place that is inaccessible to children.
			7. Parent consent forms are signed and available for each medication that is given to a child in the facility.
			8. Providers ask parents if there are any precautions to take or if the child has had any side effects before administering medication.
			9. Staff records the name of medication, date, time, dose, route, and signs their signature in the medication log when administering medication.
			10. OTC cough and cold medicine is not allowed or administered in the child care setting.
			11. Providers DO NOT administer new medications for a first time to children in their care.
			12. Medication IS NOT administered if the trained staff person is not present.



## What you will learn about Administering Medication in Child Care

Caring for our Children, National Health and Safety Performance Standards: Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition, <http://cfoc.nrckids.org/>

***ESSENTIAL KNOWLEDGE: MEDICATION ADMINISTRATION POLICIES CAN HELP REDUCE THE INCIDENCE OF COMMON MEDICATION ERRORS.***

### What this looks like in practice

1. Staff members that administer medication meet the minimum qualifications outlined in the Medication Administration Policy.
2. Medication is only given if parental consent forms are signed.
3. Providers adhere to the 6 Rights outlined by Caring for Our Children (National Health and Safety Standards include Documentation as the 6<sup>th</sup> Right).
4. Providers follow documentation procedures when administering medication.
5. Only permitted medications are allowed in the child care setting.

***ESSENTIAL KNOWLEDGE: THERE ARE STEPS AND PROCEDURES THAT SHOULD BE FOLLOWED WHEN A MEDICATION IS ACCEPTED INTO THE CHILD CARE FACILITY.***

### What this looks like in practice

1. Providers only accept pharmacy labeled prescription or non-prescription over-the-counter (OTC) medications with a written order from a prescribing health professional.
2. Facilities do not administer folk or homemade remedy medications or treatment.
3. Prescription medications are dated, kept in the original container, and properly labeled by a pharmacist.
4. Over-the-counter medications are kept in the manufacturer's original container, and are labeled by the parent/guardian with the child's name and specific administration instructions given by the child's prescribing health professional.
5. Medications are matched to consent forms when they are left at the facility by the parent/guardian.

6. While verifying that the prescription medication is properly labeled by a pharmacist, providers make sure that the dose is correct, ask when the next dose should be administered, and ask if there are any precautions to take and if the child has experienced any side effects while on the medication.
7. Medications are stored at the proper room temperature, in the original container, and in a place that is inaccessible to children.
8. Expired medication is not administered to children and is properly disposed of.

***ESSENTIAL KNOWLEDGE: MEDICATIONS SHOULD BE PROPERLY ADMINISTERED AND RECORDED IN A MEDICATION LOG OR CHILD'S MEDICATION RECORD.***

**What this looks like in practice**

1. Parent consent forms are signed and available for each medication that is given to a child in the facility. If a consent form is not signed, that medication is not administered to the child.
2. Providers verify that there is proper authorization from the prescribing health professional before administering medication.
3. When medication is administered, the staff member records the medication name, date, time, dose, route, and their signature in the child's medication log.
4. Providers document medication errors and possible side effects in the medication log.
5. Providers properly list the reason for "as needed" medications in the medication log.

***ESSENTIAL KNOWLEDGE: THERE ARE CIRCUMSTANCES IN WHICH ADMINISTERING MEDICATION IS INAPPROPRIATE.***

**What this looks like in practice**

1. Facilities prohibit the use of OTC cough and cold medication in child care.
2. Providers DO NOT administer medication when there is no authorization from the parent and/or prescribing health professional.
3. Providers DO NOT administer new medications for a first time use to children in their care.
4. Medication IS NOT administered if the trained staff person is not present.