

Medication Administration in Early Education and Child Care Settings



Introduction to Medication Administration in Early Education and Child Care Settings

Module 2: Preparation and Documentation

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Objectives

- Forms
- Policies
- Confidentiality Objectives
- Receiving and storing medication
- Disposing of medication
- Documentation, forms, and records



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What forms are needed?

1. Child Health Assessment
2. Medication Administration Packet
 - Authorization to Give Medicine
 - Receiving Medication
 - Medication Log
3. Emergency Contact Form
4. Health Care Professional's Order



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Child Health Assessment

- Physical examination results
- Immunization record
- Medical conditions
- Preventive health screenings, if required



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Care Plans or Individualized Health Plans for Children with Special Health Care Needs

- The usual Child Health Assessment might not be detailed enough to allow the best care for the child
- Completed by a health care professional



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Medication Administration Packet: Authorization to Give Medicine



- To be completed by parent or guardian
- Child's Information
- Prescriber's Information
- Permission to Give Medication



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Medication Administration Packet: Receiving Medication



- Receiving an storing medication checklist
- To be completed by child care staff



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Medication Administration Packet: Medication Log

- Completed by child care staff
- Should include the following:
 - Name of child
 - Medication
 - Day, time, dose, route, and staff signature
 - Comments and observations
 - Return or disposal of medication notation
- Prescription and OTC medication must all be logged

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Emergency Contact Form

- How to contact the family
- Permission to speak with the health care professional regarding a specific child's health needs



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Health Care Professional's Orders

- Prescription medication
- OTC medication
 - State requirements
 - Under 24 months of age
- Know the length of time order is valid.
- Standing orders



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Health Care Professional's Orders continued

- “As needed” or “prn” orders
- State regulations vary for telephone orders

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Health Care Professional's Orders, continued

Must be clear and specify:

- Child's first and last name
- Date of order
- Name of medication
- Amount (dose)
- Time, route, and frequency
- Signature of licensed health care professional
- Expiration date of medication

Might list:

- Reason for medication
- Possible side effects or adverse reactions



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Medication Policy: What It Should Include

- A written policy should state:
- *Who* will give medication
- *What* medication will be given
- *Where* will medication be given and stored
- *When* medication will be given
- *How* confidentiality will be maintained
- *What* procedures and forms are to be used for permission and documentation
- *What* procedures are used when giving medication (5 Rights)
- *What* procedure should take place in the event of a medication error or incident



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Policy: Who Will Give Medication?

- Who is designated?
- Know qualifications
- Know state requirements



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Policy: What Medications Will Be Given & Why?

- Why medications are given
- What types of medications?
 - prescription
 - OTC medications
 - Off-label, folk remedies
 - Homeopathic & herbal medications



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Policy: Procedures

- Step-by-step procedures
- 5 Rights
- What forms are needed
- How health care professional's orders are handled
- The first dose of medication
- Errors or incidents



Confidentiality

- Right to privacy
- Establish and follow a written policy on confidentiality
- Know your state or local statutes or regulations



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Federal Law States . . .



- All medical records **MUST** be kept confidential
- Health Insurance Portability and Accountability Act (HIPAA)
- Family Educational Rights and Privacy Act (FERPA)



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Receiving Medication: Prescription

- Pharmacy name and number
- Prescriber's name and number
- Prescription number
- Date prescription was filled
- Child's first and last name
- Name of medication
- Strength of medication
- Refills
- Quantity (QTY)
- Manufacturer (MFG)
- Expiration date
- Instructions for administration, dose, etc.
- Instructions for storage



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Receiving Medication: Over-the-Counter

- Verify that the strength of the medication is appropriate for the child's age
- Make sure nothing blocks the label
- Know what information should be the medication packaging



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Process to Receive Medication



- Receive medication
- Match label
- Log medication with Receiving Medication form
- Ask parent/guardian questions
- Store medication



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Receiving Medication Form

- Child's name
- Name of medication
- Date medication received
- Safety Check List for medication
- Controlled substances need special tracking



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Safe Storage and Handling

- Child resistant caps
- Store in out-of-reach places
- Observe for signs of tampering
- Check for special storage instructions
- Be aware of product look-alikes



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Tips for Parents/Guardians

- Ask pharmacist to divide medication into 2 bottles, each with its own label
- Have a discussion between parents, physicians, and child care providers ahead of time to discuss how to handle medication needs during field trips



Medication Storage

Medication needs to be stored in a designated area.

Over 90% of emergency room visits for unintentional medication overdoses among children under the age of 5 involve children who get into medicine on their own without caregiver oversight.

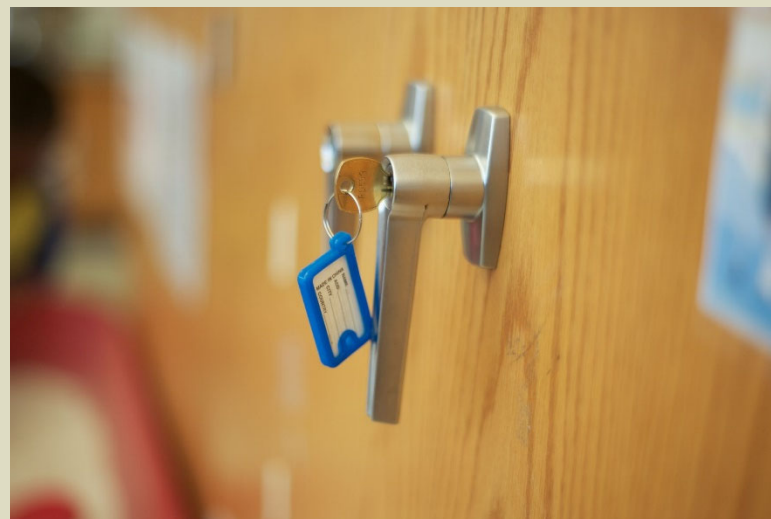
Source: Centers for Disease Control and Prevention. https://www.cdc.gov/MedicationSafety/protect/protect_Initiative.html

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Staff Medication

- Staff medication should be stored safely and should not be accessible to children
- Staff medication should not be kept in unsecure purses or bags



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Visitor and Volunteer Medication

- Visitor belongings should be stored safely
- It is easy to forget what might be in our purses or pockets.



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Exceptions to Locked Storage

- Non-prescription diaper creams
- Non-prescription sunscreen
- Emergency medications
- Store out of the reach of children



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Create a Safe Medication Administration Area

A safe medication area is:

- Situated where the designated medication administration person is able to concentrate on administering medication
- Stocked with medication and supplies within easy reach
- Clean, well lit, and free of clutter
- Confidential and quiet

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Disposing of Medication

- Return to parent for disposal
- If medication cannot be returned to parents, dispose of the medication in a secure trash container that children cannot access
- Controlled medication needs special disposal procedures
- Contaminated medication should be disposed of and replaced promptly



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Scenario 1: Nick

Nick needs a noon time dose of amoxicillin suspension for this week and part of next week. The medication requires refrigeration and it must be shaken before being given. Nick has already received several doses of amoxicillin at home.

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Scenario 2: Maria

Maria is 3-years-old and has eczema. She needs hydrocortisone cream applied to her arms at noon time. There are moisturizer creams that look similar to the hydrocortisone cream. Maria has used the hydrocortisone medication before.

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Medication Administration Packet: Medication Log

- Completed by staff who administered the medication
- “As needed” medication
- Check your state regulations



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Medication Log, continued

**If you don't write the dose down,
no one will know that it was given.**

- Prompt recording is a safety issue.
- Delays can result in double dosing



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Medication Log continued

- Always write legibly and in **ink**
- Fill in **all** blanks
- Sign with a witness if necessary
- Keep records
- Parents should be able to get a record of medication given



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Observations

- Make notations of possible side effects
- Record incidents
- Note successful techniques that helped the child to cooperate



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Recording the Dose of Medication Activity

Medication Log					
<small>PAGE 3—TO BE COMPLETED BY CAREGIVER/TEACHER</small>					
Name of child _____			Weight of child _____		
	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					
	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date	/ /	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount					
Route					
Staff signature					
<small>Describe error/problem in detail in a Medical Incident Form. Observations can be noted here.</small>					
Date/Time	Error/problem/reaction to medication	Action taken	Name of parent/guardian notified and time/date	Caregiver/teacher signature	
RETURNED to parent/guardian	Date / /	Parent/guardian signature	Caregiver/teacher signature		
DISPOSED of medicine	Date / /	Caregiver/teacher signature	Witness signature		

Adapted with permission from the NC Division of Child Development to the Department of Maternal and Child Health at the University of North Carolina at Chapel Hill, American Academy of Pediatrics, Connecticut Department of Public Health, Healthy Child Care Pennsylvania, and Healthy Child Care Colorado, 2011

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Recording the Dose of Medication Activity continued

Medication Log					
PAGE 3—TO BE COMPLETED BY CAREGIVER/TEACHER					
Name of child	Nick Sample			Weight of child	25 lbs
	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine	Amoxicillin				
Date	X / X / 20XX	/ /	/ /	/ /	/ /
Actual time given	AM _____ PM 12:00	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____	AM _____ PM _____
Dosage/amount	One teaspoon				
Route	By mouth				
Staff signature	C. Stalk				

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Recording the Dose of Medication Activity

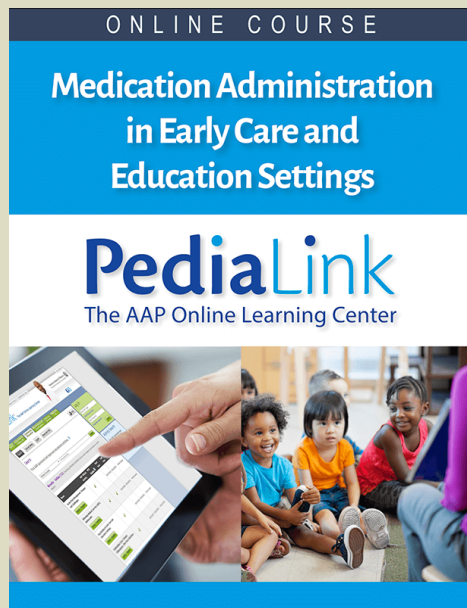
Medication Log					
PAGE 3—TO BE COMPLETED BY CAREGIVER/TEACHER					
Name of child	Mariana Test			Weight of child	30 lbs
	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine	Hydrocortisone Cream 1%				
Date	X / X / 200X	/ /	/ /	/ /	/ /
Actual time given	AM _____	AM _____	AM _____	AM _____	AM _____
	PM 1:00	PM _____	PM _____	PM _____	PM _____
Dosage/amount	Thin Layer				
Route	on skin				
Staff signature	E. Staff				

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PediaLink: Medication Administration in Early Care and Education Settings



For more information, an online course is available through PediaLink.

To sign up please visit:

<https://shop.aap.org/medication-administration-in-early-care-and-education-settings/>



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Resources

- State Specific Policy Information at <https://childcareta.acf.hhs.gov/licensing>
- Caring for Our Children at <http://nrckids.org/CFOC>



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Summary & Questions



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Acknowledgements

- This curriculum has been developed by the American Academy of Pediatrics (AAP). The authors and contributors are expert authorities in the field of pediatrics.
- The recommendations in this curriculum do not indicate an exclusive course of treatment or serve as a standard of medical care. Variations, taking into account individual circumstances, may be appropriate.
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- Website addresses are as current as possible but may change at any time.
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