Medication Administration in Early Education and Child Care Settings

Introduction to Medication Administration in Early Education and Child Care Settings

Add your name
Add the date

1

Curriculum Objectives

1. Identify different types of medication, why medication is given, and how it is given
2. Improve medication storage, preparation, and administration techniques
3. Support good documentation
4. Recognize and respond to adverse reactions
5. Develop and implement appropriate policies

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Medication Administration in Early Education and Child Care Settings

What is Covered
- Typical and routine medications for short-term use
- Medications taken on a regular basis for chronic health conditions
- Emergency medications (in general)

What is Not Covered
- Special medications
- Clinical explanation of the conditions being treated
- Principles of caring for children with special needs
- Dietary issues such as restrictions

Module 1 Objectives
- Introduction and reasons to give medication
- ADA, IDEA, state regulations
- Responsibility Triangle
- Types of medication
Why Give Medication in Child Care?

In general, why are medications given?

- Relieve symptoms
- Prevent illness
- Control or cure health programs

3 Main Reasons to Give Medication in Child Care

- Maintain health
- Allow a child who is not acutely ill to attend the program
- Comply with laws, regulations, and best practice
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When Should Medication Be Given?

- At home by parents/guardians, if possible
- Minimize the number of doses given at a child care facility

Standards and Regulations

State licensure regulations
- Seek to ensure basic health and safety parameters
- Are minimal standards for a licensed program to operate legally in a specific state

Head Start Standards & Requirements
- Standard and requirements for Early Head Start and Head Start programs

Best Practice Standards
- Are optimal standards to strive towards
- Publications, such as Caring for Our Children, attempt to set best practice standards

What does the ADA Law Say?

Centers have to make reasonable modifications to their policies and practices to integrate children, parents, and guardians with disabilities into their programs

See: https://www.ada.gov/childqanda.htm
Department of Justice: 800.514.0301
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How About Liability?

- Liability:
  - something for which one is liable
  - an obligation, responsibility, or debt
- Review liability insurance

Responsibility Triangle
Parent/Guardian/Caregiver

Child Care Provider

Child

Health Care Professional

Parent or Guardian Responsibilities

- Regular checkups
- Up-to-date immunizations
- Communication:
  - Child's symptoms & health status
  - Child care
  - Diagnosis & care
- Compliance with medication policies
Parent/Guardian Responsibilities, continued

• Seeing if medication can be given at home
• Providing:
  - Properly labeled medication
  - Appropriate measuring devices
• Promptly picking up their child
• Arranging for back-up care
• Working with child care providers
• Up-to-date emergency contact information

Child Care Provider Responsibilities

• Periodic monitoring of health records
• Daily health checks
• Clear policies
• Good hygiene practices
• Promptly communicating
• Using available resources
• Obtaining training

Health Care Professional Responsibilities

• Complete child care health forms
• Discuss medication needs
• Adapt medication schedules
• Provide guidance and education
• Promote disease prevention
• Promote good health practices
• Be accessible to child care staff
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Child Care Health Consultants

- Provides consultation
- Technical assistance on health issues in child care
- Child Care Resource & Referral Agency www.naccrra.org

Types of Medication

- Prescription (Rx), over-the-counter (OTC), and non-traditional
- Brand name and generic
- Oral, topical, and inhaled, etc.

Prescription Medication

- Can only be prescribed by an authorized health care professional
- Are dispensed by a pharmacist
- Are considered “controlled substances” if they can be dangerous or addictive
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**OTC Medication**
Can be purchased without a prescription
- Vitamins
- Sunscreen
- Insect repellent
- Non-medicated diaper cream
- Homeopathic medication
- Herbal medication

**Common OTC Medication**
- Fever reducer or pain reliever
- Antihistamines
- Mild cortisone cream
- Cough syrups and cold remedies
- Nose drops
- Medications used for common gastrointestinal problems
- Many OTC medications do not have dosing information for children under the age of 24 months

**Brand Name and Generic Medications**
- Both prescription and OTC medications come as
  - Brand name
  - Generic
- Mistakes and confusion
  - Names that are difficult to remember and to say
  - Available under several names
  - Sound alike names
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Forms of Medication: Oral

Tablets
- Coated and uncoated
- Chewable
- Scored

Capsules
- Swallow
- Sprinkle

Forms of Medication: Oral continued

Liquids
- Suspension
- Syrups
- Elixirs

Forms of Medication: Oral continued

Sublingual
- Placed under the tongue
- Melting strips and tablets
  - Absorbed directly in the mouth
- Gums and gels
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Forms of Medication: Topical

- Drips: Eyes, ears, or nose
- Sprays: Nose or Throat
- Patches

Forms of Medication: Topical, continued

- Creams, Ointments, and Sprays for external application of medication for rash or skin problems
  - Prescription versus OTC
  - Preventive versus treatment

Forms of Medication: Inhalation

- Inhalation: Breathing or inhaling a drug into the respiratory tract
- Methods include:
  - Inhaler
  - Nebulizer
  - Powders
  - Spray
Forms of Medication: Injection

- Epinephrine Injection
- Glucagon
- Insulin

These medications need special training and will not be covered in this program.

Forms of Medication: Suppository

- Suppositories are inserted into the rectum
- Need special training
- States vary, so check your local laws and regulations

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 regulations

National Database of Child Care Licensing Regulations
https://childcareta.acf.hhs.gov/licensing

More Resources


It is available online at: http://nrckids.org

This book is available from the American Academy of Pediatrics

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Introduction to Medication Administration in Early Education and Child Care Settings

Module 2: Preparation and Documentation

Add name
Add date

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

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 and 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:
  o Name of child
  o Medication
  o Day, time, dose, route, and staff signature
  o Comments and observations
  o 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
  o State requirements
  o 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
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

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

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

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
**Federal Law States**

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

**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

**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

**Receiving Medication Form**

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

**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

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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.


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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
Visitor and Volunteer Medication

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

Exceptions to Locked Storage

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

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
### 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.
Medication Administration Packet: Medication Log

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

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

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
Observations

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

Recording the Dose of Medication Activity

Recording the Dose of Medication Activity continued
Recording the Dose of Medication Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time</th>
<th>Medication</th>
<th>Dose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Resources

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- Caring for Our Children at [http://nrckids.org/CFOC](http://nrckids.org/CFOC)

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Objectives:

- Most common errors
- 5 Rights
- Identifying “as needed” conditions
- Universal/standard precautions
- Preparing to administer medication
- Medication administration procedure
- Communicating with the child

Introduction: Common Errors in Medication Administration

Approximately 5% of emergency room visits for unintentional medication overdoses among children under the age of 5 are for medication errors.

Source: https://www.cdc.gov/medicationsafety/protect/protect_initiative.html
Most Common Medication Errors

- Errors are most commonly made with analgesics or pain relievers

The “5 Rights”

- Right child
- Right medication
- Right dose
- Right time
- Right route

Right Child

- Check the name on the medication label and the child’s name
- If any question arises, check a second identifier such as date of birth
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Right Medication

- Read the label to make sure you have the correct medication
- Especially important for children who are taking more than one medication

Right Dose

- Check dose on label and authorization form
- Use proper measuring device
- Check measuring device carefully

Right Time

- Check the permission form
- Check the label
- Note the time
- Look at the clock
- The right time
- In an emergency, "now" is the right time to give medication
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Right Route

• How is the medication to be given?
• Check the label and Authorization to Give Medicine form

“As Needed” Conditions

• Some medication only need to be given “as needed”
• Specific instructions
• OTC medications should be kept to a minimum
• Orders should state the maximum number of times the dose can be repeated

Standard Precautions in Child Care Settings

• What are stand precautions (sometimes called universal precautions)?
Standard Precautions in Child Care Settings

The #1 infection control measure to prevent illness is handwashing.

Disposable gloves
- Washing hands after using gloves
- Proper disposal of materials
- Environmental sanitation

Group Activity:
Prepare to Administer Medication

List the steps to prepare to give medication to Martina before actually going to get her.
Group Activity: Prepare to Administer Medication continued

Steps
- Wash hands
- Prepare work area
- Take out the medication
- Check the label and the items on the forms to see that they match
- Get proper measuring device
- Check the time

Medication Administration Procedure: Prepare the Medication

- Use the appropriate measuring device
- Measure the amount on the label
- Change the form of the medication ONLY if label states for you to do so

Medication and Food

- It is usually best not to mix medication with food
- Ask the prescriber or pharmacist
- If medication is mixed with food or liquid, all of it must be taken
- Give the child something to drink immediately afterward to help with the taste
Medication Administration Procedure: Prepare the Child

- Communicate
- Explain the procedure
  - Never call medication “candy”
- Wash the child’s hands, if appropriate
- Position the child

Prepare the Child: Infants

- Support the infant’s head
- Hold the baby semi-upright
- Keep the infant’s arms and hands away from the face
- Gently press the chin to open the mouth
- Rock the baby before and after

- Syringe or dropper:
  - Position on one side of the mouth along the gum
  - Squirt slowly to allow time to swallow
- Special dosing nipples work best when the baby is hungry
- Give oral medication before feeding unless instructed otherwise
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**Prepare the Child: Toddlers**
- Ask parents about their techniques
- Give some control or choices
- Be honest
- Use age-appropriate language
- Be positive
- Thank & praise

**Prepare the Child: Older Children**
- Explain why we take medication
- Teach
- Involve the child in the process
- Books that talk about medication

**Medication Administration Procedure**
- Check 5 rights
  - Note any special instructions
  - Take the medication from the container
  - Prepare the medication
  - Check the label again
  - Give the medication
Medication Administration Procedure: Finishing Up

• Praise the child
• Check the label again
• Return the medication
• Record the medication
• Clean the measuring device
• Wash your hands
• Observe the child for side effects

How to Give Oral Medication Video

Measuring Oral Medication

• Oral Measuring Devices
• Dropper
• Syringes
• Dosing spoon
• Medication cup
• No kitchen spoons
Topical Medication

- Skin creams, ointments, patches
- Eye drops, ointments
- Ear drops

How to Give Topical Medication Video

How to Give Ear Drops Video
How to Give Eye Drops and Ointments Video

Inhaled Medications
- Nasal sprays and drops
- Metered dose inhalers and nebulizers

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Module 4: Problem Solving

Add name
Add date

Objectives

- Medication errors
- Medication side effects
- Medication incidents
- What to do for problems and how to document them
- Field trips
- Self administration
- Problems with requests
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Communication and Care

Preventing errors begins with good communication on drop-off and pick-up

Responsibility Triangle

Child Care Provider  Parent/Guardian  Health Care Professional

What is Medication Error?

- Giving medication to the wrong child
- Giving the wrong medication
- Giving the wrong dose
- Giving medication at the wrong time
- Giving medication by the wrong route
Preventing Medication Errors

- Look at the pattern of errors
- Make changes based on the patterns you see to prevent further errors.

Side Effects of Medication

Common side effects include:
- Upset stomach
- Diarrhea or loose stools
- Dry mouth
- Drowsiness
- Change in activity or mood
- Dizziness
- Flushing, sweating
- Rashes
- Rapid heartbeat
- Nausea

Side Effects of Medication, continued

- Effects of medication can vary from child to child
- Side effects that could be normal for 1 medication might be abnormal for another
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Sources of Information about Medication Side Effects

- Package inserts or labels
- Information from pharmacy
- Prescribing health care professional
- Health assessment or care plan
- Reliable reference materials
- Poison Control Center

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Adverse Effects or Allergic Reactions to Medication

Adverse Effects
- Undesirable experiences associated with the use of a medication

Allergic Reactions
- May involve many different types of symptoms
- Are difficult to predict
- Skin disturbances are the most common
- May be mild (redness of skin, itching)
- May be severe (life threatening)

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Observation

Young children can’t always verbalize side effects, adverse effects, or allergic reactions, so careful observation is essential.
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Medication Incidents (that aren't errors . . .)

- Child refusal
- Spit out doses
- Vomited doses
- Spilled medication

What To Do for Medication Errors, Adverse Effects, or Allergic Reaction

- If the child is in distress, call 911
- Notify the center director
- Notify parent or guardian
- Fill out a Medication Incident Report

What To Do for Medication Incidents?

Always:
- Notify the center director
- Notify parent/guardian
- Fill out Medication Incident Report
- Develop and document a follow-up plan

Many times:
- Contact the health care professional
- Child Care Health Consultant
- Repeat a dose without specific instructions from a health care professional

Never:
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When Should You Call 911?

- Signs of distress
- Loss of (or change in) consciousness
- Blue color or difficulty breathing
- Swelling of lips, tongue, or face, or drooling
- Difficulty swallowing
- Seizure activity
- Rapidly spreading rash or hives
- Impaired speech or mobility
- Getting worse quickly
- When in doubt

When Should You Call Poison Control?

800-222-1222 www.aappc.org

- Wrong child
- Wrong medication
- Wrong dose
- Wrong route
- Wrong time

The AAP no longer recommends that syrup of ipecac be used

If You Call Poison Control

Have this information ready:

- The medication container
- Child’s Medication Administration Packet
- Child’s Emergency Contact Form
- Child’s current weight
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Medical Incident Report

To be completed by the person who administered the medication or his or her supervisor

Documentation of an Error or Incident

- Make notation on the Medication Log for that dose
- Complete Medication Incident Report
- Follow up according to child care facility policy

Scenario: Amalia

You gave Amalia her dose of amoxicillin at noon and recorded it. At 12:30, you note that Amalia is scratching her arms and she is developing a rash on her arms. She is happy and playful and is not having any breathing difficulties. You notify her parent who calls her health care professional. Amalia is picked up at 1:00 and is brought to the health care professional’s office where she receives antihistamine. Her amoxicillin is discontinued and she is given a new antibiotic.
Transportation Provided by Child Care Facility & Field Trips

- A staff person authorized to administer medication
- Secured and labeled medication
- The proper temperature and conditions
- Copies of emergency contact information
- Child's medical forms
- Medication log
- Side effects, noted
- Hand hygiene
- Emergency communications

Child Care Program Refusal

There may be an occasion when you must refuse to give medication. Having a well-planned and written medication administration policy is important.
Medication Administration in Early Education and Child Care Settings

Inappropriate Requests
• Non-essential medication
• Medication not authorized by a health care professional
• Off-label use
• Cough and cold medications for young children

What to do when refusing to administer a medication?
• Have your medication administration policy available
• Problem-solve
• Child-centered approach
• Alternative plans
• Look at timing
• Consider training

Responding to Parents/Guardians
“I do understand, but for the safety of your child and the other children in our setting…”
“I am sorry, but according to our policy…”
Resources

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

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/

Summary & Questions
### Disclaimer

- Curriculum provides education for personnel in the child care setting who give medication to children but are not licensed health care professionals.
- Curriculum is not a substitute for written policy and professional medical guidance and not a certification of competency.
- Each program must review state laws, regulations, and resources, and adapt accordingly.

### 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.
- Listing of resources does not imply an endorsement by the AAP. The AAP is not responsible for the content of resources mentioned in this curriculum.
- Website addresses are as current as possible but may change at any time.
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