Medication Administration in Child Care Pre-Test

Instructions: Circle the letter of the choice that best completes the statement or answers the question.

MODULE 1

1. The American with Disabilities Act states that a reasonable accommodation includes:
   a. Giving medication ONLY if the child care facility receives federal funding
   b. Giving medication to children with ongoing special health needs
   c. Admitting a child with special health care needs but not giving medication
   d. None of the above

2. Medication available without a health care professional’s note or pharmacy label is called:
   a. Prescription medication
   b. Over-the-counter (OTC) medication
   c. Non-toxic medication
   d. None of the above

3. Matching: In the blank next to each definition below, enter the number of the word that corresponds to the definition.

<table>
<thead>
<tr>
<th>Word List</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oral</td>
<td>Medication that is administered by breathing it into the respiratory system (for example, a mist or spray medication)</td>
</tr>
<tr>
<td>2. Topical</td>
<td>Medication in lotion, cream, ointment, spray, or other form for external application for skin or other medical problems</td>
</tr>
<tr>
<td>3. Inhalation</td>
<td>Form of medication that is inserted into the rectum</td>
</tr>
<tr>
<td>4. Injectable</td>
<td>Medication that is put into the mouth such as tablets, capsules, and liquid medication</td>
</tr>
<tr>
<td>5. Suppository</td>
<td>Medication that is put into the body with a needle or other device that rapidly puts the medication through the skin surface, such as the EpiPen®, Glucagon®, and insulin.</td>
</tr>
</tbody>
</table>
MODULE 2

4. Your facility policy should include the following:
   a. Who will administer medication and who the alternate person will be
   b. What medication will be given
   c. Where and how medication will be stored
   d. Procedures for medication errors or incidents
   e. All of the above

5. A mother brings in some chewable tablets that she took from a bottle of medication that she says her daughter’s health care professional prescribed the day before. The mother is keeping the main supply of the medication at home. She fills out the program forms to give permission to the staff to give medication at noon to her child. What is the most appropriate thing for the child care provider to do?
   a. Call the health care professional immediately to see if it is ok to give the medication
   b. Give the medication to the child if it looks/smells okay
   c. Refuse to give the medication
   d. Don’t know

6. When receiving medication you should:
   a. Match the label with permissions and instructions
   b. Ask the parent/guardian about successful techniques that he has used to administer the medication
   c. Ask the parent/guardian about when the medication was last administered
   d. All of the above

7. A guardian brings you medication for her child. After receiving the medication, your next step should be to:
   a. Sort the medication for ease of delivery
   b. Log in medication and store it
   c. Administer the medication within the next 3 hours
   d. Don’t know

8. All of the following are steps in the process of receiving medication EXCEPT:
   a. Match the label with the instructions
   b. Check if the container is labeled child-resistant
   c. Check the expiration date
   d. Ensure that the child receives a dose that same day
MODULE 3

9. **Ways to tell if you have the right child include all of the following EXCEPT:**
   a. Knowing the child from your experience
   b. Asking the child if she is the name that appears on the label
   c. Having a photo of the child attached to the medication administration paperwork
   d. Having another staff member who is familiar with the child verify her identity

10. **Administering the right dose of medication involves all of the following EXCEPT:**
    a. Checking the label and the permission form to see if they match
    b. Using a measuring device
    c. Verifying the dose with the child
    d. Checking the measuring device at eye level

11. **Which of the following is an example of an “as needed” medication?**
    a. Acetaminophen for a fever
    b. Albuterol sulfate for wheezing
    c. Amoxicillin for an ear infection
    d. A and B
    e. All of the above

12. **A child refuses to take her medication. In order to get the child to comply, you consider mixing the medication with her favorite beverage. Before doing so you should:**
    a. Split the medication into 2 doses to ensure that the child takes her full dosage
    b. Check with the health care professional or pharmacist before mixing medications with food or beverages
    c. Give the child a small portion of the beverage prior to mixing the medication into it
    d. None of the above

13. **A young toddler in your care is refusing to take a dose of an antibiotic. You should:**
    a. Mix it in the child’s bottle
    b. Hold his nose until he opens his mouth
    c. Refuse to give the child the medication
    d. Give the child the choice of what drink he wants after taking the medication
14. Upset stomach, diarrhea, dry mouth, changes in mood, and drowsiness after taking a medication are all examples of:
   a. Effective medication
   b. Medication errors
   c. Side effects
   d. Overdose of medication

15. When calling Poison Control, you should have which of the following information available?
   a. The medication container
   b. The child’s current weight
   c. The child’s Emergency Contact Form
   d. All of the above
   e. None of the above

16. In which of the following situations should Poison Control be called:
   a. The child refuses to take his medication
   b. You give the wrong medication to a child
   c. You give a medication to the wrong child
   d. B and C

17. A child takes his medication in his mouth and then spits it out. What actions should be performed?
   a. Notify the parent/guardian
   b. Repeat the dose
   c. Fill out a medication incident report
   d. A and C
   e. All of the above

18. It is 2:00 pm and you realize that you forgot to give a dose of medication that was due at 12:00 pm. The first thing you should do is:
   a. Give the dose right away
   b. Document the missed dose and notify the parent
   c. Contact the child’s doctor
   d. Contact the pharmacy to get the pharmacist’s advice
Introduction to Medication Administration in Early Education and Child Care Settings

Add your name
Add the date

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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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
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 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/childqa.htm
Department of Justice: 800.514.0301
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
Medication Administration in Early Education and Child Care Settings

Child Care Health Consultants

- Provides consultation
- Technical assistance on health issues in child care
- Child Care Resource & Referral Agency [www.naccrra.org](http://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
Medication Administration in Early Education and Child Care Settings

OTC Medication
Can be purchased without a prescription
• Vitamins
• Sun screen
• Insect repellant
• 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
  o Brand name
  o Generic
• Mistakes and confusion
  o Names that are difficult to remember and to say
  o Available under several names
  o Sound alike names
Forms of Medication: Oral

**Tablets**
- Coated and uncoated
- Chewable
- Scored

**Capsules**
- Swallow
- Sprinkle

**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
Medication Administration in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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/
Medication Administration in Early Education and Child Care Settings

Resources: State regulations

National Database of Child Care Licensing Regulations

More Resources


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

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Curriculum Content Consultant
Kelly Towey, M.Ed.
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

Add name
Add date

Medication Administration in Early Education and Child Care Settings

Objectives

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

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Medication Administration in Early Education and Child Care Settings

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

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
Medication Administration in Early Education and Child Care Settings

Medication Administration Packet: Authorization to Give Medicine
- To be completed by parent or guardian
- Child’s Information
- Prescriber’s Information
- Permission to Give Medication

Medication Administration Packet: Receiving Medication
- Receiving and storing medication checklist
- To be completed by child care staff

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
Emergency Contact Form

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

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

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 medication will 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
Medication Administration in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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.


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
Medication Administration in Early Education and Child Care Settings

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

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.

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 in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

Observations

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

Recording the Dose of Medication Activity

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

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

<table>
<thead>
<tr>
<th>Medication Log</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>John Smith</td>
</tr>
<tr>
<td>Date:</td>
<td>12/20/20</td>
</tr>
<tr>
<td>Time:</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Dose:</td>
<td>5 mg</td>
</tr>
<tr>
<td>Frequency:</td>
<td>Daily</td>
</tr>
<tr>
<td>Route:</td>
<td>Oral</td>
</tr>
<tr>
<td>Completed:</td>
<td>No</td>
</tr>
<tr>
<td>Initial:</td>
<td>Yes</td>
</tr>
<tr>
<td>Notes:</td>
<td>None</td>
</tr>
</tbody>
</table>

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• North Carolina: Medication Administration in Child Care in North Carolina developed by the Quality Enhancement Project for Infants and Toddlers, with funding from the NC Division of Child Development to the Department of Maternal and Child Health at the University of North Carolina at Chapel Hill

• West Virginia: Medication Administration: An Instructional Program for Teaching Non-Medical Personnel to Give Medication in Child Care Centers in West Virginia developed by Healthy Child Care West Virginia and the West Virginia Department of Health and Human Services

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Medication Administration in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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
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 standard precautions (sometimes called universal precautions)?
Medication Administration in Early Education and Child Care Settings

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 in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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
Medication Administration in Early Education and Child Care Settings

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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- **Managing Infectious Diseases in Child Care and Schools, 4th Ed. A Quick Reference Guide** Edited by Susan S. Aronson, MD, FAAP and Timothy R. Shope, MD, MPH, FAAP.

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• West Virginia: Medication Administration: An Instructional Program for Teaching Non-Medical Personnel to Give Medication in Child Care Centers in West Virginia developed by Healthy Child Care West Virginia and the West Virginia Department of Health and Human Services

Acknowledgments

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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
Communication and Care

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

Responsibility Triangle

Parent/Guardian

Child

Health Care Professional

Child Care Provider

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
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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
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

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)

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 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

Never:
- Repeat a dose without specific instructions from a health care professional

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
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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
Medication 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’s 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.
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Scenario with Amalia, continued

Medication Administration in Early Education and Child Care Settings

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

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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.
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…”
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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

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
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Medication Administration Website Resources

Administering Medication at School: Tips for Parents
AAP healthychildren.org
https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/Administering-Medication-at-Child-Care-or-School.aspx

American Association of Poison Control Centers: Local Poison Centers
American Association of Poison Control Centers
http://www.aapcc.org/centers/

American Association of Poison Control Centers Over-the-Counter Medication Safety
American Association of Poison Control Centers
http://www.aapcc.org/prevention/over-counter-medicine-safety/

Asthma Action Plan
American Academy of Pediatrics

Asthma Action Plan
Centers for Disease Control and Prevention
https://www.cdc.gov/asthma/actionplan.html

Asthma Action Plan for Home and School
American Lung Association
http://www.lung.org/assets/documents/asthma/asthma-action-plan-for-home.pdf

California Childcare Health Program Forms, Policies, and Checklists
(Includes forms such as Information Exchange on Children with Health Concerns Form, Consent for Release of Information)
https://cchp.ucsf.edu/content/forms#consentexch

Caring for Your Child’s Cold or Flu
AAP healthychildren.org

Care Plan for Children with Special Health Needs
Caring for Our Children: National Health and Safety Performance Standards
http://cfoc.nrckids.org/WebFiles/AppendicesUpload/AppendixO.pdf

Caring for Our Children: National Health and Safety Performance Standards
Child Care Resource & Referral Agency  
www.naccrra.com

Commonly Asked Questions about Child Care Centers and the Americans with Disabilities Act  
www.ada.gov/childqanda.htm

**Daily Log of Controlled Medications Administered**  
American Academy of Pediatrics  

**Committee on School Health, Pediatrics September 2003, Volume 112/Issue 3**  
http://pediatrics.aappublications.org/content/112/3/697

**Emergency Information Form for Children with Special Health Needs**  
American College of Emergency Physicians  
American Academy of Pediatrics  
https://www.acep.org/Clinical-Practice-Management/Emergency-Information-Form-for-Children-With-Special-Health-Care-Needs/#sm.0000019sjs6dwuzdnsxwfcw1lfqng

**Guidelines for the Administration in School**  
Committee on School Health, Pediatrics September 2003, Volume 112/Issue 3  
http://pediatrics.aappublications.org/content/112/3/697

**Handwashing: Clean Hands Save Lives**  
Centers for Disease Control and Prevention  
https://www.cdc.gov/handwashing/index.html

**Handwashing: Clean Hands Save Lives Posters**  
Centers for Disease Control and Prevention  
https://www.cdc.gov/handwashing/posters.html

**Handwashing Poster**  
Early Childhood Education Linkage System Healthy Child Care Pennsylvania  
http://www.ecels-healthychildcarepa.org/tools/posters/item/810-handwashing-poster.html

**Head Start: Medication Administration and Storage**  
Head Start Early Childhood Learning & Knowledge Center  
https://eclkc.ohs.acf.hhs.gov/health-services-management/caring-our-children-basics/medication-administration-storage
Head Start: Policy and Regulations
https://eclkc.ohs.acf.hhs.gov/policy

How to Safely Dispose of Medicine
AAP healthychildren.org

How to Use Liquid Medication
AAP healthychildren.org

Medication Administration Packet
Caring for Our Children: National Health and Safety Performance Standards
http://cfoc.nrckids.org/WebFiles/AppendicesUpload/AppendixAA.pdf

Medication Safety Program
Centers for Diseases Control and Prevention
https://www.cdc.gov/medicationsafety/index.html

Medication Safety Tips
AAP healthychildren.org
https://www.healthychildren.org/English/safety-prevention/at-home/medication-safety/Pages/Medication-Safety-Tips.aspx

National Database of Child Care Licensing Regulations
http://chilccareta.acf.hhs.gov/licensing

State School Health Policy Data Base: Administration of Medications
National Association of State Boards of Education

PROTECT Initiative: Advancing Children’s Medication Safety
Centers for Disease Control and Prevention
https://www.cdc.gov/medicationsafety/protect/protect_initiative.html

Put Your Medicine Up and Away and Out of Sight
www.upandaway.org

Virtual Early Education Center (VEEC)
Head Start Early Childhood Learning & Knowledge Center

Where and How to Dispose of Medicines
U.S. Food & Drug Administration
https://www.fda.gov/ForConsumers/ConsumerUpdates/ucm101653.htm
Medication Administration in Child Care Post-Test

Instructions: Circle the letter of the choice that best completes the statement or answers the question.

MODULE 1

1. The American with Disabilities Act states that a reasonable accommodation includes:
   a. Giving medication ONLY if the child care facility receives federal funding
   b. Giving medication to children with ongoing special health needs
   c. Admitting a child with special health care needs but not giving medication
   d. None of the above

2. Medication available without a health care professional’s note or pharmacy label is called:
   a. Prescription medication
   b. Over-the-counter (OTC) medication
   c. Non-toxic medication
   d. None of the above

3. Matching: In the blank next to each definition below, enter the number of the word that corresponds to the definition.

<table>
<thead>
<tr>
<th>Word List</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oral</td>
<td>_____ Medication that is administered by breathing it into the respiratory system (for example, a mist or spray medication)</td>
</tr>
<tr>
<td>2. Topical</td>
<td>_____ Medication in lotion, cream, ointment, spray, or other form for external application for skin or other medical problems</td>
</tr>
<tr>
<td>3. Inhalation</td>
<td>_____ Form of medication that is inserted into the rectum</td>
</tr>
<tr>
<td>4. Injectable</td>
<td>_____ Medication that is put into the mouth such as tablets, capsules, and liquid medication</td>
</tr>
<tr>
<td>5. Suppository</td>
<td>_____ Medication that is put into the body with a needle or other device that rapidly puts the medication through the skin surface, such as the EpiPen®, Glucagon®, and insulin.</td>
</tr>
</tbody>
</table>
MODULE 2

4. Your facility policy should include the following:
   a. Who will administer medication and who the alternate person will be
   b. What medication will be given
   c. Where and how medication will be stored
   d. Procedures for medication errors or incidents
   e. All of the above

5. A mother brings in some chewable tablets that she took from a bottle of medication that she says her daughter’s health care professional prescribed the day before. The mother is keeping the main supply of the medication at home. She fills out the program forms to give permission to the staff to give medication at noon to her child. What is the most appropriate thing for the child care provider to do?
   a. Call the health care professional immediately to see if it is ok to give the medication
   b. Give the medication to the child if it looks/smells okay
   c. Refuse to give the medication
   d. Don’t know

6. When receiving medication you should:
   a. Match the label with permissions and instructions
   b. Ask the parent/guardian about successful techniques that he has used to administer the medication
   c. Ask the parent/guardian about when the medication was last administered
   d. All of the above

7. A guardian brings you medication for her child. After receiving the medication, your next step should be to:
   a. Sort the medication for ease of delivery
   b. Log in medication and store it
   c. Administer the medication within the next 3 hours
   d. Don’t know

8. All of the following are steps in the process of receiving medication EXCEPT:
   a. Match the label with the instructions
   b. Check if the container is labeled child-resistant
   c. Check the expiration date
   d. Ensure that the child receives a dose that same day
9. Ways to tell if you have the right child include all of the following EXCEPT:
   a. Knowing the child from your experience
   b. Asking the child if she is the name that appears on the label
   c. Having a photo of the child attached to the medication administration paperwork
   d. Having another staff member who is familiar with the child verify her identity

10. Administering the right dose of medication involves all of the following EXCEPT:
    a. Checking the label and the permission form to see if they match
    b. Using a measuring device
    c. Verifying the dose with the child
    d. Checking the measuring device at eye level

11. Which of the following is an example of an “as needed” medication?
    a. Acetaminophen for a fever
    b. Albuterol sulfate for wheezing
    c. Amoxicillin for an ear infection
    d. A and B
    e. All of the above

12. A child refuses to take her medication. In order to get the child to comply, you consider mixing the medication with her favorite beverage. Before doing so you should:
    a. Split the medication into 2 doses to ensure that the child takes her full dosage
    b. Check with the health care professional or pharmacist before mixing medications with food or beverages
    c. Give the child a small portion of the beverage prior to mixing the medication into it
    d. None of the above

13. A young toddler in your care is refusing to take a dose of an antibiotic. You should:
    a. Mix it in the child’s bottle
    b. Hold his nose until he opens his mouth
    c. Refuse to give the child the medication
    d. Give the child the choice of what drink he wants after taking the medication
14. Upset stomach, diarrhea, dry mouth, changes in mood, and drowsiness after taking a medication are all examples of:
   a. Effective medication
   b. Medication errors
   c. Side effects
   d. Overdose of medication

15. When calling Poison Control, you should have which of the following information available?
   a. The medication container
   b. The child’s current weight
   c. The child’s Emergency Contact Form
   d. All of the above
   e. None of the above

16. In which of the following situations should Poison Control be called:
   a. The child refuses to take his medication
   b. You give the wrong medication to a child
   c. You give a medication to the wrong child
   d. B and C

17. A child takes his medication in his mouth and then spits it out. What actions should be performed?
   a. Notify the parent/guardian
   b. Repeat the dose
   c. Fill out a medication incident report
   d. A and C
   e. All of the above

18. It is 2:00 pm and you realize that you forgot to give a dose of medication that was due at 12:00 pm. The first thing you should do is:
   a. Give the dose right away
   b. Document the missed dose and notify the parent
   c. Contact the child’s doctor
   d. Contact the pharmacy to get the pharmacist’s advice