



Medication Administration

MN Rule 3 Child Care Licensing
&
Head Start Performance Standards

Medications in classrooms



All Medications must be:

1. Inaccessible to all children
2. Stored at the proper room temperature
3. Labeled with the child's name & specific instructions
4. In the original container
 - ✓ Child's name
 - ✓ Doctor's name
 - ✓ Date medication was prescribed/filled
 - ✓ Medication name
 - ✓ Dosage instructions (when, how much, route)

- All medications should be administered at home if possible.
- Children must have had at least one dose of medication at home prior to administration in class with the exception of an Epi-Pen or other rescue medication.

Long-Term Medication

- Medication Admin (Long Term) events in ChildPlus are used to document medications and administration of the medications for any child who is required to take a **prescribed medication** during classroom hours as a part of an Individual Child Care Program Plan (ICCPP).
- The medication is prescribed is part of the child's ongoing health care.
- The Health Manager will create all Medication Administration (Long Term) events as a part of the ICCPP process.
- Details of the medication and administration will be documented in the child's ICCPP document.
- Teaching staff will use the event to document the administration of the medication each time the medication is administered to the child.

Short-Term Medication

- Medication Admin (Short Term) events in ChildPlus are used to document medications and administration of the medications for any child who is required to take a prescribed medication during classroom hours on a short-term basis.
- The medication is prescribed for a short-term illness or health issue that is not a part of the child's ongoing health care. Examples could include medications for an ear infection, sinus infection, etc.
- Medications are presented to the classroom by the parent/guardian after the program year has started and will not require ongoing, long-term administration of the medication.
- Staff will work with the parent/guardian to avoid the need to administer the short-term medication during the Head Start classroom day whenever possible (in this case, no event will need to be created)
- Education staff will create and submit all Medication Admin (Short Term) events.
- Medication Admin (Short Term) events submitted will be reviewed by the Health Manager.
- Education staff will use the event to document the administration of the medication each time the medication is administered to the child.
- Education staff will update, close, and document the event when the medication is discontinued and returned to the parent/guardian.

Non-Prescription Medications

Diaper rash products

- Short-Term Medication form required.
- Label container with specific child's name. **Use only on that child.**
- Follow manufacturer directions unless written instructions from doctor are provided.

Other over-the-counter meds

- Case-by-Case Basis... **is it absolutely necessary?**
- Ex- cough drops (Not Allowed – not recommended by AAP; choking hazard)
- Ex- Acetaminophen, Ibuprofen (Health manager prior approval. Child should not be in school if meds are needed in order to get through the day)

Lotions- Sunscreen & Hand lotion

- Parent signed permission valid for 1 year.
- Can be used on multiple children.
- Apply and store according to instructions on container.
- Keep in area inaccessible to children.

Maintaining Medications on Site

Rescue Medications (Epi-Pen, Inhaler) should **always be carried by staff**. This includes on the bus, if at a site where we provide transportation, to the gym, outside, and on a field trip.

- ❖ All medications, including non-prescription, must be stored under lock and key, inaccessible to children.
- ❖ Every dose must be documented within the Medication Administration Event in Child Plus; either Long-term or Short-term.
- ❖ Every month, staff must:
 - ❖ Check with parent to be sure all medication information is still current.
 - ❖ Check expiration date. We cannot give med that's expired.
- ❖ Before administering a Long-term medication, an ICCPP will be created by the Health Manager. All staff, parent/guardian, and health manager must have reviewed and signed the ICCPP.
- ❖ A parent/guardian can not make changes to the child's medication dosage, route, time given unless written doctor documentation is obtained.

Medication Administration Incident

- Medication Administration Incident events will be submitted to the Health Manager in Child Plus by teaching staff when an error has occurred with administering child medication.
- Medication errors could include:
 - Missed scheduled dose
 - Incorrect dose given
 - Incorrect medication given
 - Medication given to the wrong child
- Health Manager will review all submitted Incidents.
- Notify the Health Manager by phone or email if the situation requires immediate attention.

Disposition of Medication

- Teaching staff will complete a Disposition of Medication form whenever a medication given to a child as part of their scheduled day has been returned to the parent/guardian.
- This form is completed when:
 - A child drops and the medication is returned.
 - An enrolled child discontinues the medication during the program year.
 - At the end of the program year – for children enrolled and still taking the medication.
- The Disposition of Medication form is only used for Medication Admin (long-term) events.
- Disposition of Medication forms will be scanned in the child's ICCPP Laser Fiche folder.

Remember the **5** Rights Every Time Before Giving Any Medication

1. Child
2. Medication
3. Dose
4. Time
5. Method (Route)



- ❖ Specialized training will be provided for staff as needed.
- ❖ Requisition “Safety Sacks” to store medications as needed.
- ❖ Check expiration date prior to administration. Expired Medication cannot be administered.



COMPLETE KNOWLEDGE CHECK
