ADMINISTERING MEDICATIONS TO CHILDREN

MN RULE 3 CHILD CARE LICENSING AND HEAD START PERFORMANCE STANDARDS
THERE’S A FLAG FOR THAT!

CHILDREN WHO WILL NEED MEDICATION ADMINISTRATION WHILE AT SCHOOL WILL BE FLAGGED WITH A PURPLE FLAG
MUST GET WRITTEN PERMISSION FROM CHILD'S PARENT BEFORE ADMINISTERING MEDICINE, DIAPERING PRODUCTS, SUNSCREEN LOTIONS, AND INSECT REPELLENTS!
PRESCRIPTION MEDICATIONS

• Use medication administration tab located within Child Plus.
  • Must be completed before staff can give any medication to a child.

• Prescribed medications—ask parent/guardian:
  • Does this medication really needs to be given at school? Try to find a way for parent to give it at home. Contact Head Start Health Manager to help with this!
  • Has the child already been given at least one dose with no harmful side effects? Exception: epi-pen or other rescue meds.
  • Is the medication in the original container and has a clear label that includes all of the following?
    • Child’s name
    • Prescribing professional’s name and contact info
    • Date medication was prescribed/filled
    • Medication name
    • Dosage instructions (when, how much, route)
  • Check expiration date. We cannot give any medication that is expired.
DOCUMENT MEDICATION ADMINISTRATION IN CHILD PLUS

- Under the Health Tab, open the Medication Administration Tab.
- Document every Medication Administration in the Medication Administration Log, every time that a Medication is administered!
- Lead Teacher must print every Medication Administration Record and have the Parent review and sign prior to administering any medication to Child!
- Lead Teacher must also sign!
NON-PRESCRIPTION MEDICATIONS

• Diaper rash products
  • Medication Administration 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, cough and cold meds (not allowed— not recommended by AAP; choking hazard)
  • Ex— acetaminophen, ibuprofen (shouldn’t be in school if they have a fever or can’t play as usual)
  • Ex— lotion and lip balm… per parent request only. Written permission not needed; get verbal parental consent.

• Sunscreen lotions
  • Parent permission signed at enrollment and valid for year
  • **Can be used on multiple children**
  • Apply and store according to instructions on container
  • Keep in area inaccessible to children
MAINTAINING MEDICATIONS AT YOUR SITE

- Rescue meds (epi-pen, inhaler) should be carried by staff **at all times.** This includes on the bus if at a site where we provide transportation. If at a site where the local school provides it, the parent should talk directly with the school nurse and administration about carrying it on the bus.

- All other meds, including non-prescription, must be stored under lock and key.

- Every dose must be logged on Med Admin Tab in Child Plus.

- **Every month, staff must:**
  - Check with parent to be sure medication is still needed at site. Note on Med Admin Tab in Child Plus.
  - Check expiration date. We cannot give med that’s expired.

- Return unused portions or expired meds directly to parent. **NEVER send them with a child.**

- When a medication is no longer needed, or at the end of the school year, send all medication administration documents to main office. **Do not shred. We must keep them on file for 7+ years.**
REMEMBER THE 5 RIGHTS EVERY TIME BEFORE GIVING ANY MEDICATION

1. CHILD
2. MEDICINE
3. DOSE
4. TIME
5. METHOD (ROUTE)

• SPECIALIZED TRAINING IS PROVIDED AS NEEDED.
• REQUISITION “SAFETY SACKS” TO STORE MEDS AS NEEDED.
• CHECK EXPIRATION DATE PRIOR TO ADMINISTRATION.
MEDICATION INCIDENT REPORT

• Must be completed any time there is an error giving medication (wrong medication, dose, time, route, child, expired medication given, etc)

• Complete Medication Incident Report within Child Plus. Add an event under the “Education Event” menu.

• Event status must be set as SUBMITTED.

• Medication Incident Reports submitted will automatically send an email notification to the Health Manager.
COMPLETE KNOWLEDGE CHECK