

# Medication Administration Procedure

## Procedure

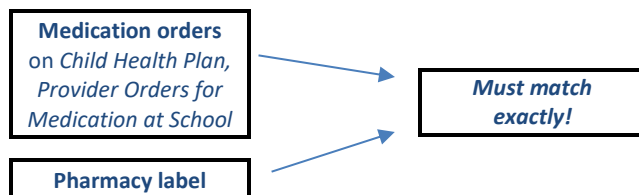
Whenever possible, families are encouraged to give medications to their children at home but at times it's necessary to give medication during program hours or have them available for use as needed.

Any staff designated to give medication must be trained by a Registered Nurse on proper medication administration.

Always provide notification to the parent/guardian when medication is administered at school.

## Required for All Medications

Medication orders that are recorded on *Child Health Plans*, [Provider Orders for Medication at School](#) and the pharmacy label on all medications **must match exactly**.



## For Prescription and Over the Counter Medications (OTC)

- Give copy of [Parent/Guardian Authorization for Medication Administration at School and Medication Administration Record Form](#) given to parent/guardian.
- Obtain written authorization from the parent/guardian and Health Care Provider.
- Received medication must be directly from parent/guardian (Medication must be in original container unopened).
- Give first dose at home (recommended).
- Keep medication record for any medication received or administered (required).
- Do not mix medications in formula or food unless specifically prescribed.
- Check expiration date on medication container and prescription label. Record on [Parent/Guardian Authorization for Medication Administration at School and Medication Administration Record Form](#) and [Monthly First Aid Kit Inspection Checklist](#).

## For Prescription Medications

Written authorization from a healthcare provider is required. Authorization is valid for one year only. Provider's authorization (M.D. Statement) must include:

- Name of medication
- Dosage
- Time and frequency
- Route of administration
- Reason for giving
- Possible side effects
- Start and stop date

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### For Prescription Medications, continued

Container label must include:

- Child's name
- Date prescription filled
- Expiration date
- Name of medication
- Administration instructions
- Healthcare Provider's name

### Other Steps Needed

- Meet with parent to complete a *Child Health Plan*.
- Having a three-day supply of medication at the center for disaster preparedness is recommended for each child who takes a long-term medication at home (**refer to the above section – Required for all medications**). Have all staff who will implement the plan receive training from a Registered Nurse in proper procedure.

### Storage – non-emergency medications

- Separate locked container
- Key location clearly marked
- Out of reach of children
- External and internal medications must be stored in separate clearly marked containers
- Medication requiring refrigeration in locked box inside refrigerator
- Medication may not be sent back and forth from home to center. A separate prescription may be necessary.

### Storage – emergency/rescue medications

- Keep in First Aid Backpack
- Out of reach of children
- Easily accessible to staff (unlocked)

### Recording

Use the [Parent/Guardian Authorization for Medication Administration at School and Medication Administration Record Form](#). For sunscreen please refer to *Sunscreen and Sun Protection Procedure* and forms.

- Child's name
- Picture of child if possible
- Date of birth
- Start and end dates
- Name of medication
- Dosage of medication
- Time of administration of medication
- Purpose of medication
- Expiration date
- Parent's signature
- Signature of staff person that received the medication
- Date medication was received

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### Recording, continued

- Amount of medication that was received
- Signature, printed name and initials of staff administering medication
- Record of each administered dose
- Record of all scheduled doses not administered
- Record of all reactions and/or behavior changes

### Management of possible side effects

- Assess safety/condition of child
- **Call 911 immediately for any serious reaction** (difficulty breathing, difficulty swallowing, observable swelling)
- Notify parent/guardian
- Document in Child's File

### When medication is completed or no longer needed

- File Medication Record in Child's File
- All unused medication must be returned to parent/guardian (send letter informing parent to parent to pick up medication or medication will be destroyed)
- Document in Child's File all returned medication with:
  - Date
  - Name of medication
  - Amount returned
  - Copy of letter to parent and date medication was destroyed

### Non-School District Sites

- Staff may administer all medications following the medication administration procedures, with the exception of Diastat (Diazepam).
- EpiPens for emergency use only
- Child may self-administer, under supervision, the following prescription and over the counter medications:
  - Creams
  - Drops
  - Ointments

Health Care [Provider Orders for Medication at School](#)/Parent-Guardian's Permission is needed for:

- Any prescription medication
- Over the counter (OTC) medication including diaper cream

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### School District Sites

- Staff may administer oral medications, creams, ointments, eye drops, ear drops per school district policy.
- EpiPens for emergency use only
- Child may self-administer, under supervision, the following prescription and over the counter medications:
  - Creams
  - Drops
  - Ointments

Health Care [Provider Orders for Medication at School](#)/Parent-Guardian's Permission is needed for:

- Any prescription medication
- Over the counter (OTC) medication including diaper cream

### The Six Rights of Medication Administration

Staff should review the Six Rights of Medication Administration listed below and inform parents/guardians of these rights.

1. **Right Child** – Properly identify the child
2. **Right Time** – Administer medication at prescribed time
3. **Right Medicine** – Administer the correct medication
4. **Right Dose** – Administer the right amount of medication
5. **Right Route** – Use the prescribed method of medication administration
6. **Right Documentation** – Record and report

The information is available to print out as a poster in the [H/N/S resource section](#) of the ELPM.



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Follow this procedure for administering medications safely and accurately:

### Steps in Medication Administration

- Wash hands
- Verify authorization form with label
- Gather necessary items
- Prepare and give medications in well-lighted area free from distractions
- Check label for name, time, medication, dose and route when picking up container
- Prepare correct dosage of medication without touching medication
- Check label for name, time, medication, dose and route while preparing dosage
- Check label for name, time, medication, dose and route before returning container to locked and limited access storage
- Do not leave medication unattended or within reach of children
- Identify child
- Observe child for any unusual conditions prior to medication administration. If unusual conditions exist, call parent before administering dose and document
- Administer medication to correct child
- Administer medication at correct time
- Administer correct medication
- Administer correct dose
- Administer medication by correct route.
- Verify child took medication
- Record child, time, medication, dose, route, person administering and unusual observations
- Report unusual reactions immediately
- Clean, return and/or dispose of equipment as necessary
- Wash hands

**A child may self-administer a medication (i.e. inhaler) under the following circumstances only:**

- Child is competent to self-administer per Health Care Provider permission
- Supervision is always given to ensure safety and proper administration
- Medication Record is maintained
- Observations are recorded and reported

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### Record and Report

- Record immediately after administering medication to limit chance for error
- For each medication administered, record the person administering. If initials are used, signature must appear on same page
- Record omissions, absence, or refusals immediately using correct code on Medication Record
- Record only medication you administer

### Errors and Omissions

- Report medication errors **immediately** to the parent/guardian and the Nurse Consultant or Health/Nutrition/Safety Coach
- Medication errors include: Incorrect child, incorrect medication, incorrect time (gave more than 30 minutes before or after time authorized), incorrect dose, incorrect route, gave an expired medication, forgot to give medication, consent expired.
- Document the incident on the [Medication Error Record](#) and file report in the Child's File
- Continue to observe the child
- Record and report any changes