Monthly Medication Reviews:

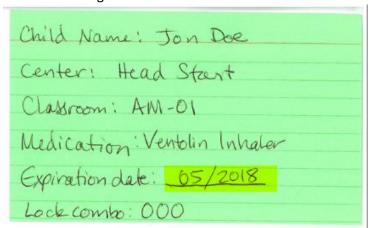
Site Managers are responsible to review medications every month. This is then recorded on the Monthly Report. When documenting this in the monthly report It is easiest if you list the child's name & medication in a comment in the box in the OneDrive excel report. This is easier because discrepancies are often found, but can be figured out knowing which children are listed. The total number of medications present and on-site are listed in the field on the monthly report. This is the number of medications, not number of children with medications (e.g. a child can have more than 1 medication, and would be listed as a count for each medication).

This review step is done for multiple reasons:

- 1. To check that the medications you have at the center are what is recorded in Shine, and that Health has record of, and to point out any discrepancies.
- 2. To monitor proper documentation of medications given and update staff in classroom to be listed on med paperwork.
- 3. To monitor amount and expiration dates of medications and notify families with enough time to get a replacement.

The process to review medications is as follows:

- Check med bag & tag to be in proper working order, correctly labeled & Expiration date checked.
 - Ensure bag is in working condition, no rips or broken zippers.
 - Ensure lock works properly and matches the combination on the bag tag (note some medications are to be unlocked, so ensure they are labeled as such and are not locked).
 - o It is ok, but not required, to have a child photo on the outside of the med bag. However, it must not cover up the bag label in any way.
 - Notify families when medications are within 60 days from expiration to give them time to replace. We cannot keep or administer expired medications. Expired meds will be returned to the family.
 - Med Bag label looks like this:

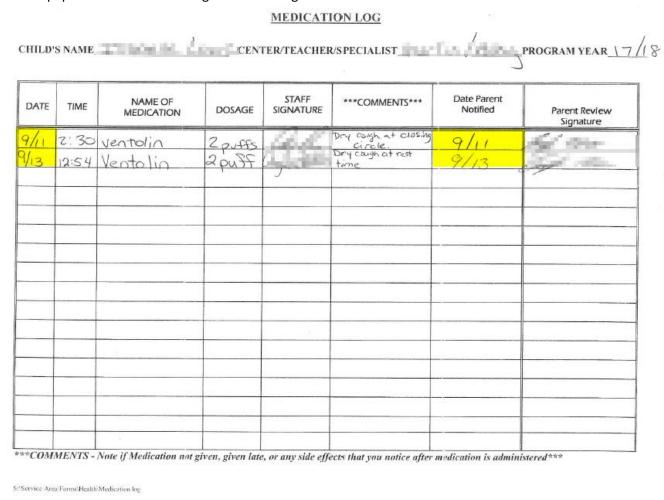


- Then review the paperwork inside the medication bag. See red circled items on next page.
 - Ensure Child Photo is attached to the Medication Administration Form
 - Ensure all signatures are present (Parent, Staff, Site Manager)
 - Ensure staff listed includes all needed staff in the classroom. Update with training for staff as needed.
 Ensure all staff date their signatures. Additional signatures can be made at the bottom of the page or on the back of the page. Be sure to send Health updated copy if new staff are added (scan and email preferred).

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		afrytuary
	Center:	
	totoFA/Specialist	India T
mesignesires royleids		
please complete & sign:	Medication1	Medication 2
Medication Name:	Ventolin inhaler	
When to use: (symptoms, time of day)	as needed every 3-4 h	cezing
Method of delivery: (Nebulizer or Metered Dose Inhaler	Metered Dose Inhala	~)
with spacer)	with Spacer	
Dose of medication: (Number of vials or puffs) & how often	2 puffs	
How soon medicine should begin to work:	15 minutes	
Duration of time child	As needed when	
needs to be on this medication:	coughing / wheezing	in the second se
Possible side effects:	increased heart rate bronchospasm cough	
Special Instructions/ Precautions	If respiratory distress,	. 19
Health Care Provider's Parent or Guardian: I give peneded during class, to my child Start/Early Head Start of any child Dov permiso al personal de Head	The same of the sa	minister the above prescribed medication httd's Health Care Provider. I will inform hation.
en la condición, tratamiento, y m	tun / Criandian	Date. // O
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• Check the Medication Log to ensure it is being completed correctly.

- o Ensure it is filled out completely- all columns are completed.
- Ensure dates have Year (note example does not include year on the dates- this is not ok)
- Ensure "Date Parent Notified" column is filled out FOR EVERY ENTRY. This column is our legally binding column that the parent was notified. Notification can happen at pick-up or by phone when administered.
- Ensure parent signature is filled in at least weekly for regularly given medications, and at each instance for "as needed" medications. (for centers with hurdles to obtaining parent signatures such as children who are bussed, please ensure parents are asked to sign when they come to the center such as for parent conferences).
- o This log must be present and labeled with the child information, even if the med has never been given.
- All paperwork stays with the medication for the year- do not send completed forms into health- keep with the medication unless the child drops, no longer needs the meds, or it's the end of the year. Then all paperwork and the red bag are sent in together.



- Ensure Medication is in good order & accompanying materials are not damaged or missing (such as nebulizers & spacers).
 - Check to make sure there is a label on the medication either the prescription label or a label provided from Health Services for OTC medications.
 - Ensure the information matches that on the Med Admin paperwork.
- FOR ANY ISSUES, DISCREPANCIES, OR QUESTIONS CONTACT HEALTH SERVICES.