Medication Administration

POLICY/APPROACH:

SOCFC strives to meet the needs of each child served, including those with health-related disabilities or special needs. For this reason, and in compliance with Head Start Performance Standards and Health Department and Child Care Licensing regulations, the Medication Administration Policy clearly defines procedures for administering medication and performing medical procedures.

Medication will only be administered to children with chronic illness and specific disabilities or when required and only with an Individual Care Plan (ICP) in place. Every effort will be made for children to receive medication from their parent/guardian in the home environment. When circumstances require, specific health procedures will be completed only by a licensed health professional.

PROCEDURE:

1. Center Staff will notify Health Services whenever they discover that a child is required to take a prescribed medication while attending class/center activities.

2. Center Staff will obtain a Specialist ROI if one is not already in place and send it to Health Services.

3. Health Services will then send a Medication Administration form, or Asthma Medication Administration form, to the child’s medical provider to fill out.

4. Health Care Provider will provide the following information and return it to Health Services:
   - Reason for the medication to be given
• Name of the medication
• Dosage, route, and duration of medication required
• Administration schedule
• Possible side effects of the medication
• Special instructions or precautions
• Health care provider signature

5. Once the form is received from the health care provider, Health Services will document the information in the database.

6. Health Services will then fax/scan/send an Individual Care Plan (ICP) with instructions to center staff.

7. Center staff will review the ICP with the parent and have the parent sign the form to give staff permission to administer the medication indicated.

8. Center Staff will request that the parent share the medication administration routine they use with their child.

9. Center staff who will be administering the medication will sign the form. The ICP will be reviewed with staff working directly with that child (by the Site Manager, Head Teacher, Teacher, EHS Specialist).

10. All staff are trained annually in medication administration and individually as needed to meet the health and safety needs of children with whom they work. Staff will receive additional training if they request it.

11. For EHS Parent/Child groups, the parent will be responsible for administering their child’s medication.

12. Site Manager will review the medication received from the parent and the ICP to ensure that they match, review it with the classroom team, and sign the form before a child will be able to receive medication from center staff.

13. Center staff will ensure that a completed (signed) copy of the ICP is sent to Health Services and a completed copy is filed in the center Child File and a that a copy (along with a Medication Log) is kept with the medication itself.

14. The child will not be given medication while at the center until the parent has signed the ICP and provided the medication indicated by the provider and staff are trained and have signed the ICP.

15. A child needing “rescue medications” (Epi-pen, asthma inhaler, etc.) will be excluded from attending class until the parent provides the medication and all of the above process steps are complete, and the ICP is fully executed and trained on.
16. The Teacher/EHS Specialist must review and become familiar with all information in the Child’s Health Record in the electronic and paper files for children on their caseload, to become familiar with children’s possible symptoms, to clearly understand if/when medication is needed, what specific medication instructions are to be followed and any potential side effects of the medication.

17. Staff will contact Health Services if he/she is unclear about the medication instructions or has any concerns regarding the administration of any medication, prior to administering.

18. The parent must bring the medication directly to the Site Manager, or properly trained delegate assigned by the Manager, in its original childproof container that is labeled with:
   - The child’s first and last name;
   - The name and strength of medication;
   - The date the prescription was filled;
   - The name of the health care provider who wrote the prescription;
   - Medication’s expiration date; and
   - Prescription label with specific, legible instructions for administration (dose, route, frequency), storage, and if applicable, disposal.
   - If it is a prescribed over-the-counter medication (has no pharmacy label), let Health Services know so a label can be generated.

19. If a parent is unable to bring the medication directly to the center, then a plan will be put into place by the Health Director.

20. Medication Bags will include:
   - Label on outside: child’s name, medication expiration date, lock combination
   - Medication (see #18 for details)
   - Dispensing devices (spacer, nebulizer, etc.)
   - Medication Log
   - Copy of completed ICP (Medication Administration form) with photograph of child attached

21. Medication must be kept out of reach of children. Medications must be locked up at all times (except emergency medications, such as epi-pens). The Health Director will contact the Office of Child Care and request a waiver to locking up
rescue medications. If medication requires refrigeration, a container will be provided by Health Services.

22. **Emergency medications need to be near the child at all times (kept in the classroom and taken outside or on trips).**

23. Staff will **administer the medication** according to the following protocol:

   • Wash hands
   • Assemble supplies
   • Put gloves on
   • **Check the “5 Rs”:**
     - Right Child
     - Right Medication
     - Right Time
     - Right Dose
     - Right Route
   • Using the child’s name, let the child know it is time to take his/her medication.
   • When administering, make sure the entire dose (liquid, pill/capsule, inhaler, etc.) is given.
   • Confirm with the child that the medication was given.
   • Recognize child’s success in completing the task.
   • **Document** on the child’s Medication Log (see below, #24)
   • When done, return items to medication bag and lock it;
   • Remove gloves and throw them away;
   • Wash hands

24. Staff will record the following child information on the **Medication Log:**

   • Name of the Medication
   • Dosage
   • Route
• Date and Time of Administration
• Date Parent Notified

25. Staff will sign his/her name on the Medication Log in the appropriate space corresponding to each medication administration.

26. Staff will notify parent/guardian that medication was given and document on the Medication Log.

27. Teacher or Specialist will watch for medication side effects and will report the occurrence of such side effects to the parent and Health Services.

28. **Whenever the medication is not administered within 30 minutes of the scheduled time**, the Teacher or Specialist will notify the parent and Health Services. The Teacher or Specialist will record the reason for not meeting the scheduled administration time on the Medication Log. Staff will request the parent follow up with the child’s health care provider.

29. Site Managers will ensure required medication administration paperwork is complete, medication is being stored according to procedure and staff is documenting administration of all medication.

30. Center Staff (Site Manager/Family Advocate/EHS Specialist I) will notify parent when a medication is within 30 days of expiring and request a refill. Staff must never administer medication that has expired. A child may be excluded until an expired medication is refilled.

31. The Health and Safety Compliance Officer will monitor for proper medication storage with required paperwork during Safety Walk-Throughs. Center Staff will also monitor for compliance of the medication administration guidelines during their Safety Walk-Throughs.

32. After the course of medication is completed, the child leaves the program, or at the end of year; the ICP, Medication Administration form and Medication Log will be returned to the MO Health staff (even if the medication was never administered) along with the medication bag and lock. The Health team will upload the medication log into Shine and file the paper copy in the child file.

33. **Disposal of Medications:**

   • Center staff will give any unused medications directly to parents at the end of the year, when a child drops, or when expired.

   • If medications are not picked up, send them in their red bags via interoffice mail to Health Services.