



# Administering Medication

Revised June 2016

## Permission to Administer Medication

Parents/guardians must complete and sign permission form to **authorize the facility to give the medication** to child as instructed.

### Permission Forms

#### Medication Administration Permission and Record



Complete and sign permission for prescribed, emergency, and over the counter medications.

#### Medication Administration Permission for Over-the-Counter (OTC) Topical Medication

Complete and sign permission for ointments, creams, repellents, lotions, and powders.



### Length of Time Permission Forms are Valid

**Prescription medication** → Prescribed dates to give medication

**Over-the-counter (OTC) medication** → 30 days

Prescription or over-the-counter (OTC) **medications for chronic medical conditions or allergic reactions** → 6 months

**OTC topical** ointments, topical teething ointment or gel, insect repellents, lotions, creams, powders → 12 months

**Single, weight-appropriate dose of acetaminophen**, if child has a fever and parent/guardian cannot be reached → Date authorization ends

5 ft.



## Accepting Medication

Before the parent/guardian leaves, check that you have



- ✓ completed and signed permission slip
- ✓ full understanding of instructions and reason for giving medication
- ✓ medication in its original container
- ✓ child's name on medication container
- ✓ information on medication container matches what is on permission form
- ✓ refused to accept expired medication

## Storing Medication

### Locked Storage

Lock **medication, sunscreen/other medication under pressure** in an aerosol can or dispenser, and **insect repellent** in a container, box, cabinet, or closet. This includes medications in diaper bags and employee belongings.

Lock **medication that requires refrigeration** in a container in a refrigerator that is not accessible to children. Place container on a separate shelf, not with other items and not above food.

### Out of Children's Reach and in Unlocked Storage

Store **OTC topical medications**, such as diaper cream and sunscreen, out of reach of children. They do not need to be in locked storage.

Store designated **emergency medications** out of children's reach, at least 5 feet above floor. Do not keep in locked storage. A delay of minutes could result in a serious negative outcome for the child.

## Administering Medication

### Prepare

- ✓ Review information on the permission form and check that it is signed.
- ✓ Take medication from storage. Relock if taken from locked storage.
- ✓ Check that medication is in original container and is not expired.
- ✓ Check that information on permission form matches that on medication container.

### Give Medication

- ✓ Wash hands. Wear gloves when applying topical medications, eye drops, or ear drops.
- ✓ Prepare dose. Use clean medicine cup, spoon, or syringe to measure liquid medications accurately. Use medicine cup for pills.
- ✓ Re-check that you have prepared the correct dose and medication.
- ✓ Check that name of child on permission form and medication container matches child about to receive medication.
- ✓ Give prepared dose to child.
- ✓ Wash hands.



### Follow-up

- ✓ Return medication to proper storage. Relock.
- ✓ Document date, time, dose, route, and signature in the *Medication Administration Record* included on permission form.
- ✓ Observe the child for any reactions or side effects from the medication.
- ✓ Record reactions or side effects. Report them to the parent/guardian and director.

Call 911 for severe reaction.



## Six Rights of Safe Medication Administration

- Right child
- Right medication
- Right date and time
- Right dose
- Right route
- Right documentation



## When Something Goes Wrong

An error is a mistake made by the person giving the medication. Error could be wrong child, medication, date, time, dose, route, or documentation.

When an **error occurs**, seek medical advice as needed.

1. Call poison control, 1-800-222-1222, if you give medication to wrong child, give wrong medication or dose, or give medication by wrong route.
2. Inform parents/guardians and director immediately.
3. Document on the *Medication Error Report*.



When **child does not get full dose** due to refusal, spitting out, or vomiting up medication.

1. Inform parents/guardians and director.
2. Seek medical advice before giving another dose.
3. Document on *Medication Administration Record*.