

.32 ADMINISTERING MEDICATION

A. When the provider agrees to administer prescription or nonprescription medication, the provider shall do so only with written authorization from the child's parent.

INTENT: For your protection as well as the child's, you do not have to agree to administer any type of medication to a child without the parent's prior written permission for that medication to be administered.

Notes:

- You may, as a general program policy, choose not to administer medication to children in your care. However, if a child in your program has a medical condition (for example, diabetes) that is considered to be a disability as defined by the Americans with Disabilities Act (ADA) and requires the use of medication during program hours, you must ensure that the child receives that medication. Refer to "[Child Care and the ADA](#)" for more information about how ADA requirements may apply to your program.
- The issue of medication administration should be discussed with the parent at the time of a child's enrollment. You should consider including your medication administration policy in the written agreement that they must establish with parents (see [Section .41C](#) of this Manual).
- During the inspection, the Licensing Specialist should ask what your medication policy is, and record the response in the inspection report.

B. The provider or substitute may administer the medication only if:

(1) The parent's authorization was signed before administering the medication;

(2) The parent's authorization includes the:

- (a) Child's name,**
- (b) Parent's signature and date signed,**
- (c) Dosage for the child,**
- (d) Dates on which the medication is to be administered, and**
- (e) Time to administer the medication or the conditions for which the medication is to be administered;**

(3) Prescription medication is labeled by the pharmacy or physician with:

- (a) The child's name, and**
- (b) An expiration date that indicates that the medication is still useable; and**

(4) At least one dose of a prescription medicine has been given to the child at home.

INTENT:

- You may administer medication to a child only if there is prior written, signed permission from the parent stating which medication is to be given, how, and when.
- Prescription medication may be administered only if:
 - The medication is properly labeled and has not expired, and
 - The parent has already given the medication to the child to be sure that the child will not have an adverse reaction.

INSPECTION REPORT ITEM: "Complete, written parental authorization"

COMPLIANCE CRITERIA:

- You have a completed, signed "Medication Order Form" (DHR/CCA [1216](#)), or an equivalent document, for a child before giving a medication to that child.
- Each prescription medication:
 - is properly labeled by a physician or pharmacy and is current, and
 - Has already been given to the child by the parent

ASSESSMENT METHODS:

- For each child receiving medication, review of the child's file to determine if a "Medication Order Form" (or equivalent document) is present and when it was received.
- For each child receiving prescription medication:

- Examination of the medication to determine if the medication is properly labeled and current.
- Review the child's file for evidence of initial administration by the parent.

C. A provider may only administer prescription or nonprescription medication according to the instructions on the label of the medication container or the written instructions from a licensed health practitioner, whichever are more recently dated.

INTENT: Because a child's medication dosage or schedule may need to change, you must be sure to give the medication according to most recent instructions.

INSPECTION REPORT ITEM: "Medication given properly/as instructed"

COMPLIANCE CRITERIA: Each medication is given according to current instructions.

ASSESSMENT METHOD: Observation to determine if medication is given as instructed. If observation is not possible, review of the child's file and medication to determine if what is being given corresponds to the current instructions.

Note:

It is strongly recommended that you contact the parent before giving any medication (prescription or nonprescription) for which a specific administration schedule has not been stated (for example, in the case of a "standing order", which may be authorized by a physician for up to 12 months).

D. Except for acetaminophen and topical medications, a provider may administer only one dose of a nonprescription medication to a child per illness unless a licensed health practitioner approves the administration of the nonprescription medication and the dosage.

INTENT: To prevent children from being over-medicated by parents without benefit of seeing a doctor, and to protect you from liability for giving medication, you may give a child only one dose of a nonprescription medication (except acetaminophen and topicals) per illness unless additional doses have been approved by a health practitioner.

INSPECTION REPORT ITEM: "Medication given properly/as instructed"

COMPLIANCE CRITERIA: Unless exempted or approved, a nonprescription medication is given only once per illness.

ASSESSMENT METHOD: Observation to determine how many doses of a nonprescription medication are given to a child. If observation is not possible, discussion with you and review of the child's file to determine how many doses have been administered and, as appropriate, if approval has been given for multiple doses.

Notes:

- A health practitioner's approval of multiple doses of a nonprescription medication may be given to you verbally or in writing.
- You must document a health practitioner's approval of more than one dose of a nonprescription medication on a "Medication Order Form" (DHR/CCA [1216](#)) or an equivalent document that states:
 - the child's name
 - the type of medication
 - the dosage given to the child
 - when the medication was given
- While the regulation does not require written confirmation of the health practitioner's verbal approval, for your own protection you should consider asking the parent to get written confirmation anyway.
- Although not required, it is strongly recommended that you get written parental permission before applying a nonprescription topical medication to a child. The child may have had a prior adverse reaction to that medication.

E. Unless the medication is a nonprescription diaper rash treatment or sunscreen supplied by the child's parent, a provider shall document and incorporate in the

child's record the:

(1) Amount, date, and time of each administration to the child; and

(2) Name of the individual administering the medication.

INTENT: Each time medication is given (except as noted), you must record what was given, who gave it, and when.

INSPECTION REPORT ITEM: "Medication administration recorded as required"

COMPLIANCE CRITERIA: For each child receiving medication, a complete entry is made in the child's file each time medication is given.

ASSESSMENT METHOD: Review of the child's file to determine if complete entries have been made.

F. A provider shall store all medications safely and properly, labeled with the child's name, the drug dosage, and expiration date.

INTENT: All medications are considered to be potentially hazardous items (see Regulation .20) and must be made inaccessible to children. They must also be stored according to physician, pharmacist, or manufacturer instructions, as appropriate, to preserve their usefulness.

INSPECTION REPORT ITEM: "Medication stored properly"

COMPLIANCE CRITERIA:

- You store all medications out of the reach of children, preferably in a locked container.
- Each medication is in its original container, which is labeled with the correct child's name.
- There are no expired medications present.

ASSESSMENT METHOD: Observation to determine if all medications:

- Are stored and labeled properly, and
- Are not yet expired.