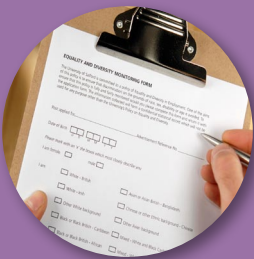


MODULE 2

Preparation

- Forms
- Policies
- Confidentiality
- Receiving and storing medication
- Disposing of medication



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Health Assessment included as part of Healthy Futures. Approved Health Assessment for Young Children Medication Administration Curriculum. Copyright © 2007 American Academy of Pediatrics. All Rights Reserved. The American Academy of Pediatrics does not endorse or make any representation made in this document and will not issue that the AAP be liable for any such changes.



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What Forms Are Needed?

1. Child Health Assessment
 - May be called by many different names
 - Care Plan or Individual Health Plan if child has chronic or life-threatening condition
2. Medication Administration Packet
 - Authorization to Give Medicine
 - Receiving Medication
 - Medication Log
3. Emergency Contact Form (may be combined with other forms)
4. Health Care Professional's Order
 - Rx label can serve as the order

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Child Health Assessment

A full health assessment:

- Physical examination results
- Immunization record
- Medical conditions
- Preventive health screenings, if required

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Care Plans or Individualized Health Plans for Children with Special Health Care Needs

- The usual Child Health Assessment might not be detailed enough to allow the best care for the child
- The care plan should:
 - Be completed by a health care professional
 - Provide information about any ongoing or emergency medication
 - Outline modifications to:
 - diet
 - environment
 - activities

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Medication Administration Packet: Authorization to Give Medicine

- To be completed by parent or guardian
- Child's Information
- Prescriber's Information
- Permission to Give Medication

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Medication Administration Packet: Receiving Medication

- Checklist of steps to take to receive and safely store medication
- To be completed by child care staff
- Steps include:
 - checking labels and containers
 - ensuring that all forms are complete
 - questioning parent/guardian to gather necessary information

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Medication Administration Packet: Medication Log

- To be completed by child care staff
- Should include the following:
 - Name of child
 - Medication
 - Day, time, dose, route, and staff signature
 - Comments and observations
 - Return or disposal of medication notation
- Prescription and OTC medication must all be logged

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Emergency Contact Form

- How to contact the family
- Permission to speak with the health care professional regarding a specific child's health needs

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Health Care Professional's Orders

- For prescription medication
 - Pharmacy label = order for prescription medication
- For OTC medication
 - Parent's instructions are okay in most states if it matches dose given on the medication label
- A written order from a health care professional is helpful and is required in some states
- A written order from a health care professional is essential if:
 - The child is under 24 months and the dose is not on the label
 - Parent instructions do not match the dose on the label
- Check state regulations for the length of time that a health care professional's order is valid.

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Health Care Professional's Orders, continued

- "As needed" or "prn" orders should have specific information about what symptoms qualify as needing medication
- State regulations vary about telephone orders
 - Check your state regulations carefully
 - All telephone orders should be followed by written documentation

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Health Care Professional's Orders, continued

Must be clear and specify:	Might list:
<ul style="list-style-type: none"> • Child's first and last name • Date of order • Name of medication • Amount (dose) • Time, route, and frequency • Signature of licensed health care professional • Expiration date of medication 	<ul style="list-style-type: none"> • Reason for medication • Possible side effects or adverse reactions, if any

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Medication Policy: What It Should Include

A **written** policy should state:

- **Who** will give medication
- **What** medication will be given
- **Where** will medication be given and stored
- **When** medication will be given
- **How** confidentiality will be maintained
- **What** procedures and forms are to be used for permission and documentation
- **What** procedures are used when giving medication (5 Rights)
- **What** procedure should take place in the event of a medication error or incident

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Policy: Who Will Give Medication?

- The policy should state:
 - Who is designated to give medication
 - Who will serve as the alternate if the designated person is unavailable
- The designated person should:
 - Have the qualifications for the task
 - Be relieved of other duties when administering medication
- Some states require formal performance evaluation of the designated medication administration staff by a health care professional

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Policy: What Medications Will Be Given?

- The policy should say why medications are given and what types of medications are appropriate to give in child care
 - The policy should apply to prescription and OTC medications
 - Off-label, folk remedies should be limited
 - Homeopathic and herbal medications are only given with an order from an authorized health care professional and proper labeling

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Policy: Procedures

- Step-by-step procedures: 5 Rights
- Which forms are necessary prior to administering medication
- How health care professional's orders will be handled:
 - telephone orders
 - child-specific orders
 - "as needed" orders
- The first dose of medication should be given by the parent/guardian at home
- Procedures for errors or incidents

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Confidentiality

- Confidential information:
 - Information that someone may not want to share
 - Information that someone will give permission to share only on a "need to know" basis
- Establish and follow a written policy on confidentiality of the records of children
- Permission to share confidential information should be written, not just oral
- Policy may be further defined by state or local statute or regulation

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Federal Law States...

- All medical records MUST be kept confidential:
 - Secure transfer of medical records
 - Permission required for electronic transfer of medical records
 - Confidential treatment of medical records
- Health Insurance Portability and Accountability Act (HIPAA) covers confidentiality in health care settings
- Family Educational Rights and Privacy Act (FERPA) applies to school settings but not specifically to child care settings

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Receiving Medication: Prescription

Original medication packaging should have:

- Pharmacy name and number
- Prescriber's name and number
- Prescription number
- Date prescription was filled
- Child's first and last name
- Name of medication
- Strength of medication
- Refills
- Quantity (QTY)
- Manufacturer (MFG)
- Expiration date
- Instructions for administration, dose, etc
- Instructions for storage

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Receiving Medication: Over-the-Counter

- Verify that the strength of the medication is appropriate for the child's age
- Original medication packaging should have:
 - Product name
 - Directions
 - Active ingredients
 - Expiration date
 - Purpose
 - Inactive ingredients
 - Uses
 - Specific instructions for child, dose, etc
 - Warnings
 - Other information
- *Make sure nothing blocks the label*

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Process to Receive Medication

- Receive medication
- Match label with permission form and instructions
- Log medication with Receiving Medication form
- Ask parent/guardian questions:
 - When was the last time it was taken?
 - How do you give your child medication?
 - What kinds of side effects may be caused by the medication?
 - What successful techniques do parents use?
- Store medication

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Receiving Medication Form

- Child's name
- Name of medication
- Date medication received
- Safety Check
- Controlled substances need special tracking

If the necessary information is not present or doesn't match, DO NOT accept or give the medication until the issue is resolved

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Safe Storage and Handling

- Child resistant caps
- Store in out-of-reach places
- Observe for signs of tampering
 - Packaging that shows cuts, tears, slices, or other imperfections
 - Anything that looks suspicious
- Check for special storage instructions
- Be aware of product look-alikes



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Tips for Parent/Guardians

- Ask pharmacist to divide medication into 2 bottles, each with its own label
 - 1 to be kept at home and 1 to be kept at the child care facility
 - Pharmacists may "split" the prescription upon request
- Field Trips
 - Ask if medication can be taken at an alternate time

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Medication Storage Video



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Medication Storage

Designated area

- Secured, locked cabinet
- Cool, dark place
- Limited access

Refrigeration

- If needed
- 36°F to 46°F
- Separation from food
- Spill-proof container

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Staff Medication

- Staff medication should be stored safely and should not be accessible to children
- Staff medication should not be kept in unsecure purses or bags

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Exceptions to Locked Storage

- Non-prescription diaper creams
- Non-prescription sunscreen
- Emergency medications (EpiPen®, asthma rescue medications, Glucagon®, Diastat®)
 - Emergency medications should stay close to children and can be stored in a pouch that stays with a supervising adult
- All of the medication listed above must be stored out of the reach of children

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Create a Safe Medication Administration Area

A safe medication area is:

- Situated where the designated medication administration person is able to concentrate on administering medication
- Stocked with medication and supplies within easy reach
- Clean, well lit, and free of clutter
- Confidential and quiet

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Disposing of Medication

- If medication or order is out-of-date or medication is left over, return to parent for disposal and record that on the permission or intake form
 - This is the preferred method
- If medication cannot be returned to parents, dispose of the medication in a secure trash container that children cannot access
- Controlled medication needs special disposal procedures
- Contaminated medication should be disposed of and replaced promptly

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Scenario 1: Nick

- Nick is 15-months-old and has an ear infection. Nick needs a noon time dose of amoxicillin suspension for this week and part of next week. The medication requires refrigeration and it must be shaken before being given. Nick has already received several doses of amoxicillin at home.

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Scenario 2: Maria

- Maria is 3-years-old and has eczema. She needs hydrocortisone cream applied to her arms at noon time. This is an OTC medication with a brand name of Aveeno®. Aveeno® also makes other non-medicated skin moisturizers as well, but the medication that is being requested is an OTC hydrocortisone cream. Maria has had this medication before.