

Medication Administration

Purpose

To ensure safe and accurate administration of routine medications to all children in school, child care or camp settings. The RN consultant or staff Registered Nurse will delegate and supervise the task of medication administration only to those care providers and staff members who have completed the approved Medication Administration Training.

Because the administration of medication requires extra staff time and safety considerations, parents should check with their health care provider to see if a dosage schedule can be arranged that does not involve the hours the child is in school or child care setting.

Medication Administration Policy:

The following requirements must be met before administering medications.

- ▶ **Written Authorization from the Health Care Provider**
- ▶ **Parent Written Authorization**
- ▶ **Medication in the original labeled container**
- ▶ **Proper care and storage of medication**
- ▶ **Documentation of medication administration**

Nebulized medications and emergency injections (EpiPen®) require a written health care plan or instructions completed by the RN consultant and/or the child's health care provider.

Parents are responsible for providing all medications and supplies to the school/child care program. In most situations, children should not transport medications to and from school/childcare; this includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications for children attending camp programs.

Program staff may not deviate from the written authorization from the Health Care Provider with prescriptive authority. Program staff must count and record the quantity of controlled substances (e.g., Ritalin®) received from the parent, in the presence of the parent.

Medications that have expired or are no longer being used at the center should be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by a medication trained person or the RN, according to established procedures.

Medication Administration Procedure

Care and Storage:

Medications administered in school or child care settings should be stored in a secure, locked, clean container and under conditions as directed by the health care provider or pharmacist. Medications that require refrigeration should be stored in a leak-proof container (locked box) in a designated area of the refrigerator separated from food OR in a separate and locked refrigerator used only for medication.

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Administration of Routine Medications

In School/Child Care Setting

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Once all requirements are met, the care provider will administer the medications utilizing the

5 Rights of Medication Administration.

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Documentation

Any medications routinely administered must be documented on the *Medication Log* by the person administering the medication. Refer to the “*Medication Log*” sample.

Medication Errors

A medication error is any situation that involves any of the following:

- ▶ Forgetting to give a dose of medication
- ▶ Giving more than one dose of the medication
- ▶ Giving the medication at the wrong time
- ▶ Giving the wrong dose
- ▶ Giving the wrong medication
- ▶ Giving the wrong medication to the wrong child
- ▶ Giving the medication by the wrong route
- ▶ Forgetting to document the medication

Medication errors are documented on a *Medication Error Report* and reported to the RN nurse consultant, child’s parents, program administrator and health care provider (as appropriate). Medication errors that involve medication given to the wrong child or an overdose of medication require consult with Poison Control.

DO NOT INDUCE VOMITING OR GIVE IPECAC SYRUP UNLESS INSTRUCTED BY POISON CONTROL. 303-739-1123 OR 1-800-332-3073.

Disposal of Medications

Medications that have not been picked up by the parent, once notified by program staff, must be disposed of by flushing down the toilet.

- ▶ It is the responsibility of the RN consultant or designated staff person to dispose of medications with one witness present.
- ▶ Document on the *Medication Log* or *Disposal Log* the, date, time, child’s name, name of the medicine(s), signature of staff person or RN and witness.