



**Office of Children  
and Family Services**

# **Emergency Medication Administration Overview**

**Trainer's Manual**

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**New York State Office of Children and Family Services  
Division of Administration  
Bureau of Training and Development**

**AND**

**Professional Development Program  
Rockefeller College of Public Affairs & Policy  
University at Albany  
through  
The Research Foundation for The State University of New York**

**Acknowledgement**

This material was developed by the Professional Development Program, Rockefeller College of Public Affairs & Policy, University at Albany, through The Research Foundation for The State University of New York, under a training and administrative services agreement with the New York State Office of Children and Family Services.

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**December 2020**



**Office of Children  
and Family Services**



**PROFESSIONAL  
DEVELOPMENT PROGRAM  
ROCKEFELLER COLLEGE  
UNIVERSITY AT ALBANY  
State University of New York**

# Emergency Medication Administration Overview Trainer’s Manual

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# Agenda

	Approximate Length
<b>MODULE 1: Introduction to Emergency Medication Administration Overview</b>	<b>20 minutes</b>
Introduction	
Using the Class Materials	
<b>MODULE 2: The <i>Five Rights</i> of Safe Medication Administration</b>	<b>25 minutes</b>
The Five Rights of Safe Medication Administration	
<b>MODULE 3: Handling Medication</b>	<b>20 minutes</b>
Permissions, Instructions and Documentation	
<b>MODULE 4: Asthma</b>	<b>10 minutes</b>
What Is Asthma?	
<b>MODULE 5: Preparation and Administration Techniques</b>	<b>25 minutes</b>
Giving Medication Inhaled Through the Mouth	
<b>MODULE 6: Emergency Care</b>	<b>15 minutes</b>
Anaphylaxis and Treatment	
<b>MODULE 7: Special Situations</b>	<b>20 minutes</b>
<b>MODULE 8: Stock Epinephrine Auto-Injectors</b>	<b>15 minutes</b>

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# Module 1: Introduction to Emergency Medication Administration Overview

## ***Trainer's Overview***

This module is designed to familiarize participants with you, each other, the course material, the New York State OCFS Day Care Regulations and fundamental concepts that will be used in this course.

## ***Course Goal***

Participants will be able to safely administer emergency medication (specifically, epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers) in regulated child care programs.

## ***Course Training Objectives***


By the end of this training, participants will accomplish the course goal by:

- identifying which medications are identified as emergency medication under the New York State Office of Children and Family Services Child Day Care Regulations;
- identifying the requirements for safe administration of emergency medication (and corresponding documentation) in a licensed or registered child care program or an enrolled legally exempt child care program in accordance with the regulations and the program's health care plan;
- explaining the circumstances when a child needs to receive emergency medication, including the symptoms of anaphylaxis; and
- identifying additional requirements for administering emergency medication in a child care program.

## ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
- Flip Chart and Markers
- Post-It notes and highlighters for use during training
- *Participant Materials*
  - HANDOUT 1.1: OCFS Child Day Care Regulations Pertaining to Emergency Medication Administration
  - HANDOUT 1.2: Training Requirements Based on Medication Type

- o HANDOUT 1.3: *OCFS-LDSS-7020 Health Care Plan: DCC Sections 7-12*
- Agenda (developed by trainer)

	<b>Total Time:</b> <b>20 minutes</b>
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## Introduction

- Have your name and credentials written on a flip chart.
- Welcome the participants and record their attendance on an attendance roster for your records.
- Give each participant a set of handouts.
- As the class begins, introduce yourself and tell participants something about your background or experience. Stress the fact that you have been specially trained and authorized to present this curriculum. Say the following:

***“Hi, my name is.....and I am a (state your name and credentials). I will be your trainer today. Everyone is here today to complete the Office of Children and Family Services-approved Emergency Medication Administration Overview course.”***

- Relate any housekeeping details (location of bathrooms, telephone, refreshments, etc.) and any “house rules” (smoking area, cellphone use, clean-up duties, or other expectations).
- Refer participants to the agenda you prepared. Briefly review the agenda
- Introduce the use of the “parking lot” for program-specific questions or questions not related to the topic under discussion. Say the following:

***“I want to encourage everyone to ask questions if you are unclear about the information being discussed. After each unit, I will answer any questions you have before going to the next unit. However, because of our tight schedule, I may ask you to write down on a Post-It note questions that are not related to the topic we are discussing or that are very program-specific. At a break, put those Post-It notes on the parking lot. I will answer those questions to the best of my ability at the end of the course.”***

- Discourage personal stories. Say the following:

***“Some of you may have stories you would like to share about giving medication to children in your care. I am requesting that you do not bring up personal stories in this training, since information about medication and other health issues should be kept confidential.”***



This course’s training audience includes NYC Day Care Centers regulated by the NYC Department of Health and Mental Hygiene (DOHMH) under Article 47 of the NYC Health Code, but NOT NYC child care programs regulated under Article 43.

Providers from Article 43 programs are NOT authorized to attend this training, or to receive training credit or a certificate. Refer ALL providers from Article 43 programs to their respective NYC DOHMH Borough Office.



When developing the agenda, be sure to include break times and/or meal time(s).

If participants are responsible for their own meal(s), be sure they know this before coming to the training.

- ❑ Refer participants to *Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs*. Say the following:

***“Your program may already use Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs. These guidelines were originally established in 1992 by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education, to provide national health and safety standards for child care. This book is comprehensive and covered almost everything you need to care for children safely in your program. It lists specific standards, including the rationale for each standard and detailed comments for implementing each standard. The standards are updated as more information becomes available. The most current version is the Fourth Edition; revisions are posted online.***

***If your program does not already have a copy of this very valuable resource, you may want to consider purchasing it and using it regularly. You can also download this publication free of charge at <https://nrckids.org/CFOC>.”***



Write the URL (website address) for *Caring for Our Children* on a flip chart:

<https://nrckids.org/CFOC>

## Using the Class Materials

- ❑ Refer participants to the Emergency Medication Administration Overview *Participant Materials*. Say the following:

***“I have given each of you a set of handouts for this course. These materials are yours to keep, so feel free to write notes in them. You can use these handouts as a reference when you return to your program.”***

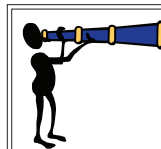
- ❑ Refer participants to **HANDOUT 1.1: OCFS Child Day Care Regulations Pertaining to Administering Emergency Medication** in the *Participant Materials*.

- ❑ Reference the OCFS Child Day Care Regulations. Say the following:

***“During this course, we will be introducing you to materials that will be resources for you for administering emergency medication in your program.***

***The information in this course is built upon what is required by the New York State Office of Children and Family Services (OCFS) Child Day Care Regulations.***

***That’s why it’s important for you to know and understand what is included in the New York State OCFS Child Day Care Regulations. Regulations***



Refer participants to  
**HANDOUT 1.1**

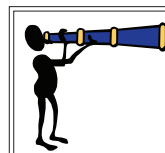
*create the basic structure for the way child day care programs operate. They establish a minimum standard for the quality of each program. As a child care provider, you have a responsibility to know what is required by law and regulation.*

*Regulations about giving medication are under section 11 of each part. I have a copy of the current New York State OCFS Child Day Care Regulations for each modality of care, which will be available to you as a resource throughout the course. You should periodically check the OCFS website to make sure you have the most current copy of the Child Day Care Regulations.”*

- ❑ Review Handout 1.1 with participants, including but not limited to:
  - The specific emergency medication identified in the New York State OCFS Child Day Care Regulations: epinephrine auto-injectors, diphenhydramine in combination with epinephrine auto-injectors, asthma inhalers, and nebulizers (**direct participants to highlight or underline the specific emergency medications listed in the regulations), which are the *only* medications addressed in this course;**
  - Forms necessary to be in compliance with OCFS Child Day Care Regulations pertaining to the administration of emergency medication;
  - **The fact that this course is *not* the only training child care providers need to administer emergency medication in their programs [regulation 41\*.11(h)(5)(iv) states that providers must also have instruction from the child’s parent, health care consultant, or health care provider regarding the specific medication and any administration apparatus for that child] (direct participants to highlight or underline in the regulations the additional instruction providers must have to administer emergency medication);**
  - Additional regulatory requirements, such as **the provider being at least 18 years old (direct participants to highlight or underline this requirement in the regulations);** and
  - Independent medication administration requirements for school-age children whose parents and health care providers have approved their carrying and administration of specific emergency medications.
- ❑ Refer participants to **HANDOUT 1.2: Training Requirements Based on Medication Type** in the *Participant Materials*. Say the following:

*“The type of training that is available—and whether or not it is required—depends on the type of medication or products being administered. The*

*Emergency Medication Administration Overview NOT INCLUDING Stock Epinephrine Auto-Injectors course covers epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers; this training is not required. Stock*



Refer participants to  
HANDOUT 1.2

*epinephrine auto-injector use requires training approved by the New York State Department of Health; the Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors course meets that requirement. All other medication administration requires Medication Administration Training (MAT).*

*The table on the second page of this handout describes the aspects of each of these types of training.”*

- Reference the MAT course for administering additional medication in programs. Say the following:

*“If you are interested in administering additional medications in your program, you will need to complete and pass the 8-hour Medication Administration Training (MAT) course. Information about the MAT course is available at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).”*

- Reference the OCFS health care plans for each modality of care. Say the following:

*“Throughout this course, we will talk about the need to follow your program’s health care plan, which will include the policies and procedures related to giving medication. I have copies of the current OCFS health care plans. If you work for a program that is already licensed or registered by OCFS, your program has a health care plan on file that was approved by OCFS. The plan will clearly state whether or not the program plans to give medication.*


*If your program is not yet licensed or registered, your program will need to complete a health care plan, which will include your plan for giving medication.*

*But whether or not your program is approved to give medication or is planning to become approved, you have a responsibility to know what is written in your program’s health care plan and to follow that plan.”*

*Your program’s health care plan carries the same weight as the regulations. Remember, changes to your program’s health care plan can always be made if it’s not working.”*

- Refer participants to **HANDOUT 1.3: OCFS-LDSS-7020 Health Care Plan: DCC Sections 7 – 12** in the *Participant Materials*.
- Briefly explain the sections of the Health Care Plan. Say the following:

*“Section 7 addresses the first aid kit. Many of your programs will store emergency medication in the first aid kit. We’ll focus for a moment on the last check box and accompanying explanation field in this section: where child-specific medication would be stored in the first*



**Refer participants to HANDOUT 1.3.**

While this course uses the DCC Health Care Plan for training purposes, the Health Care Plans for other modalities of care (FDC, GFDC, SACC, SDCC) contain similar sections and terminology.

*aid kit. Keep in mind that you want to have a child's emergency medication easily accessible to staff who will be administering it, while keeping it out of children's reach. Think about how you could do that. If a program decided to store emergency medication in a locked cabinet in the director's office, it would be out of children's reach, but it would not be easily accessible in case of an emergency.*

*Section 8 is the program's decision on administering medication. The second check box in this section addresses administering emergency medication in your program. Note the paragraph below the explanation field in this section: it refers to a person who "is within the third degree of consanguinity of the parents or step-parents of the child"; such an individual can administer medication to the child without the program needing to be approved to administer medication.*

*Section 9 addresses over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent, and/or epinephrine auto-injectors, diphenhydramine in combination with epinephrine auto-injectors, asthma inhalers, and nebulizers. For our purposes in today's training we will review the part of Section 9 that addresses emergency medication--epinephrine auto-injectors, diphenhydramine in combination with epinephrine auto-injectors, asthma inhalers, and nebulizers."*

- o Review the forms required, as well as the additional requirements needed to administer emergency medication.
- o Review independent administration of these emergency medications by school-age children and the requirements for doing so.

*"Sections 10 through 12 address confidentiality, the Americans with Disabilities Act (ADA), and your statement acknowledging your program's responsibility for following the health care plan and all day care regulations. This responsibility extends to everyone who works in the program."*

- Transition to Module 2: The **Five Rights** of Safe Medication Administration.

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## **New York State OCFS Child Day Care Regulations Pertaining to Administering Emergency Medication**

- 41\*.11(h)(5) When a [program/caregiver] has not been authorized to administer medications in a day care setting in accordance with the requirements of section 41\*.11(f) of this [Part/Subpart] [a designated staff person/such caregiver] may administer emergency care through the use of epinephrine auto-injector devices, diphenhydramine, when prescribed in combination with the auto-injector, asthma inhaler and asthma nebulizer when necessary to prevent anaphylaxis or breathing difficulty for an individual child but only when the parent and the child's health care provider have indicated such treatment is appropriate. In addition:
- (i) A written Individual Health Care Plan must be developed for the child;
  - (ii) The child's health care provider must issue a standing order and prescription for the medication;
  - (iii) The parent must approve, in writing, the administration of the medication as prescribed by the health care provider and keep medications current;
  - (iv) All [staff/caregivers] administering an emergency medication pursuant to section 41\*.11(h)(5) of this [Part/Subpart] must be instructed on its use; and, the instruction must be provided by the parent, the child's health care provider or a health care consultant;
  - (v) [Staff/A caregiver] who have been instructed on the use of the auto-injector, diphenhydramine, inhaler or nebulizer must be present during all hours the child with the potential emergency condition is in care;
  - (vi) The [staff person/caregiver] administering the auto-injector, diphenhydramine, asthma medication or nebulizer must be at least 18 years old;
  - (vii) The [program/caregiver] must immediately contact 911 after administration of epinephrine;
  - (viii) If an inhaler or nebulizer for asthma is administered the [program/caregivers] must call 911 if the child's breathing does not return to its normal functioning after its use; and
  - (ix) Storage, documentation of the administration of medication and labeling of the auto-injector, asthma inhaler and asthma nebulizer must be in compliance with Section 41\*.11 of this [Part/Subpart].
- 41\*.11(h)(6) When a program is approved to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or an epinephrine auto-injector for anaphylaxis, a school-aged child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider, parental consent and completes a special health care plan for the child.

## Training Requirements Based on Medication Type

The New York State Office of Children and Family Services Child Day Care Regulations allow child day care programs to administer “over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent; and/or epinephrine auto-injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers.” Administration of any other medication requires the program to be approved by OCFS to administer medication, for medication administrators to be at least 18 years of age and have current certifications in Medication Administration Training (MAT), First Aid and CPR. Programs indicate their intention regarding medication administration in their Health Care Plan.

I want to administer...	What training is available from OCFS?	Is training required?
Over the counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent	None	No
Child-specific epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers, nebulizers (This training does not replace required instruction by the child's parent or health care provider, or health care consultant, in accordance with the child's Individual Health Care Plan.)	Emergency Medication Administration Overview NOT INCLUDING Stock Epinephrine Auto-Injectors	No, but instruction by the child's parent or health care provider, or health care consultant is required in accordance with the child's Individual Health Care Plan.
Non-patient-specific epinephrine auto-injectors	Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors	Yes. NYS DOH approved training is required. (The OCFS Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors course is DOH-approved for this purpose.)
All other types of medication	Medication Administration Training (MAT)	Yes (Note: Not all medication routes are covered; see table on next page.)

The table on the next page describes each OCFS-approved training type and its respective features.

	<b>Medication Administration Training (MAT)</b>	<b>Emergency Medication Administration Overview NOT INCLUDING Stock Epinephrine Auto-Injectors</b>	<b>Emergency Medication Administration Overview Training INCLUDING Stock Epinephrine Auto-Injectors</b>
<b>Medication types covered</b>	<p>Topical, oral, inhaled, eye and ear medication; medicated patches; epinephrine auto-injectors</p> <p>(If a child in a program needs to receive medication rectally, vaginally, or by injection, providers must complete MAT and receive additional training.)</p>	<p>Epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers, nebulizers</p>	<p>Non-patient-specific epinephrine auto-injectors</p>
<b>Legal / Regulatory Basis</b>	<p>NYS Social Services Law §390</p> <p>NYS OCFS Child Day Care Regulations [Part 41*.11]</p>	<p>NYS Social Services Law §390</p> <p>NYS OCFS Child Day Care Regulations [Part 41*.11]</p>	<p>Public Health Law §3000-c (as amended by Chapter 373 of the Laws of 2016)</p>
<b>Training Requirement/ Frequency</b>	<p>Every three (3) years</p> <p>(Training required to administer medication other than over the counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent; and/ or epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers.)</p>	<p>Not a required training.</p>	<p>NYS DOH-approved training required every two (2) years to stock and use non-patient-specific epinephrine auto-injectors</p>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Medication administrant must possess a current First Aid &amp; CPR certification for the ages of children in care.</li> <li>Medication administrant must be listed as such in the program’s OCFS- and health care consultant-approved health care plan.</li> <li>Medication administrant must be at least 18 years of age.</li> </ul>	<ul style="list-style-type: none"> <li>The provider must also receive instruction from the child’s parent, health care provider, or health care consultant.</li> <li>Staff administering the auto-injector must be at least 18 years of age.</li> </ul>	<ul style="list-style-type: none"> <li>Public Health Law §3000-c does not require staff administering non-patient-specific epinephrine auto-injectors to meet First Aid/CPR certification requirements.</li> <li>Staff administering non-patient-specific epinephrine auto-injectors must be at least 18 years of age.</li> </ul>

Table continued on next page ►

	Medication Administration Training (MAT)	Emergency Medication Administration Overview NOT INCLUDING Stock Epinephrine Auto-Injectors	Emergency Medication Administration Overview Training INCLUDING Stock Epinephrine Auto-Injectors
Documentation Required	<ul style="list-style-type: none"> <li>• OCFS-LDSS-7002 <i>Medication Consent Form</i>*</li> <li>• OCFS-LDSS-7004 <i>Log of Medication Administration</i>*</li> <li>• OCFS-LDSS-7006 <i>Individual Health Care Plan for a Child with Special Health Care Needs</i> (depending on the medication/condition being treated)*</li> </ul>	<ul style="list-style-type: none"> <li>• Written parental permission**</li> <li>• Standing order and prescription from the child's health care provider**</li> <li>• OCFS-LDSS-7006 <i>Individual Health Care Plan for a Child with Special Health Care Needs</i>*</li> </ul>	<ul style="list-style-type: none"> <li>• OCFS-LDSS-7004 <i>Log of Medication Administration</i>*</li> </ul>
Programs Affected	<ul style="list-style-type: none"> <li>• Child day care programs licensed or registered by NYS OCFS</li> <li>• Enrolled legally exempt child care programs</li> <li>• NYC Day Care Centers licensed by the NYC Department of Health and Mental Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Child day care programs licensed or registered by NYS OCFS</li> <li>• NYC Day Care Centers licensed by the NYC Department of Health and Mental Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• All child care programs ("public venues such as restaurants, youth organizations, sports leagues, theme parks, sport arenas, day care and educational facilities") that <i>opt</i> to stock epinephrine auto-injectors</li> <li>• NYC Day Care Centers licensed by the NYC Department of Health and Mental Hygiene, which are <i>legally required</i> to stock epinephrine auto-injectors</li> </ul>

\*or approved equivalent

\*\*The OCFS Medication Consent Form and OCFS Log of Medication Administration may be used for this purpose.

## OCFS-LDSS-7020: Health Care Plan (DCC) Sections 7 – 12

OCFS-LDSS-7020 (Rev. 07/2020)

### **Section 7: First Aid Kit**

First aid kits will be kept out of reach of children and restocked when items are used. The program will have at least one first aid kit.

The program's first aid kit(s) will be stored in the following area(s) in the program:  
*(It is recommended that a kit be taken on all trips off the program site and that a kit be kept in the emergency bag for use in the event of an emergency evacuation.)*

Explain here:

The following are recommended items that a first aid kit should contain, but additional items can be added:

- Disposable gloves, preferably vinyl
- Sterile gauze pads of various sizes
- Bandage tape
- Roller gauze
- Cold pack

List any additional items *(or substitutions for the recommended items listed above)* that will be stored in the first aid kit:

Staff will check the first aid kit contents and replace any expired, worn or damaged items:  
**(check all that apply)**

- After each use
- Monthly
- Other:

Explain here:

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS <i>(if applicable)</i> :	DATE: / /
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Handout 1.3

OCFS-LDSS-7020 (Rev. 07/2020)

The program will **(check all that apply)**:

- Keep the following non-child-specific, over-the-counter topical ointments, lotions, creams and sprays in the first aid kit: *(Programs must have parental permission to apply before using.)*

Explain here:

- Keep the following non-child-specific, over-the-counter medication in the first aid kit: *(Programs that plan to store over-the-counter medication given by any route other than topical **must** be approved to administer medication and have all appropriate permissions as required by regulation before administering the medication to a child.)*

Explain here:

- Keep the following types of **child-specific** medication (e.g., EpiPen®, asthma inhalers) in the first aid kit: *(Programs **must** be approved to administer medication, with the exception of epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and have all appropriate permissions as required by regulation, before storing and administering the medication to a child.)*

Explain here:

The program must check frequently to ensure these items have not expired.

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable):	DATE: / /
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OCFS-LDSS-7020 (Rev. 07/2020)

**Section 8: Program Decision on the Administration of Medication**

The program has made the following decision regarding the administration of medication **(check all that apply; at least one MUST be selected)**:

- The program **WILL** administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent.\*  
*(Complete Sections 9-12.)*
- The program **WILL** administer epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers.\*  
*(Complete Sections 9-12.)*
- The program **WILL** administer stock non-patient-specific epinephrine auto-injectors.  
*(Complete Appendix J.)*
- The program **WILL** administer medications that require the program to have this health care plan approved by a health care consultant as described in Sections 13 and 14.\* *(Complete Sections 9 and 13-21.)*

**If the program will not administer medication** (other than over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent and/or epinephrine auto-injectors, diphenhydramine in combination with the auto-injector, asthma inhalers and nebulizers), explain how the needs of the child will be met if the child is taking medication that requires administration during program hours.

Explain here:

**\*Parent/Relative Administration**

A person who is a relative, at least 18 years of age (with the exception of the child's parents), who is within the third degree of consanguinity of the parents or step-parents of the child, even if the person is an employee or volunteer of the program, may administer medication to the child he/she is related to while the child is attending the program, even though the program is not approved to administer medication.

A relative within the third degree of consanguinity of the parents or step-parents of the child includes: the grandparents; the great-grandparents; the great-great-grandparents; the aunts and uncles, including the spouses of the aunts and uncles; the great-aunts and great-uncles, including the spouses of the great-aunts and great-uncles; the siblings; and the first cousins, including the spouses of the first cousins.

If medication is given to a child by a parent or a relative within the third degree of consanguinity of the parents or step-parents of the child during program hours, the dose and time of medication administration must be documented and may be documented in the following manner **(check one; at least one MUST be selected)**:

- OCFS form: *Log of Medication Administration*, **OCFS-LDSS-7004**
- Other: *(please attach form developed by the program)*

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable):	DATE: / /
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OCFS-LDSS-7020 (Rev. 07/2020)

**Section 9: Programs that WILL Administer Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays, Including Sunscreen Products and Topically Applied Insect Repellant, and/or Epinephrine Auto-injectors, Diphenhydramine in Combination with the Epinephrine Auto-injector, Asthma Inhalers and Nebulizers.**

**Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays Including Sunscreen Products and Topically Applied Insect Repellant (TO/S/R)**

The program will have parent permission to apply any TO/S/R.

Any over-the-counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R.

All over-the-counter TO/S/R will be kept in its original container. All child-specific TO/S/R will be labeled with the child's first and last names.

TO/S/R will be kept in a clean area that is inaccessible to children.

Explain where these will be stored:

All leftover or expired TO/S/R will be given back to the child's parent for disposal. TO/S/R not picked up by the parent may be disposed of in a garbage container that is not accessible to children.

All over-the-counter TO/S/R applied to a child during program hours will be documented and maintained in the following way (**check all that apply; at least one MUST be selected**):

- OCFS form *Log of Medication Administration, OCFS-LDSS-7004*
- On a child-specific log (*please attach form developed by the program*)
- Other:

Explain here:

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS ( <i>if applicable</i> ):	DATE: / /
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Handout 1.3

OCFS-LDSS-7020 (Rev. 07/2020)

All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will **(check all that apply)**:

- Apply over-the-counter TO/S/R, which parents supply for their child.
- Keep a supply of stock over-the-counter TO/S/R to be available for use on children whose parents have given consent. These include the following:

Explain here:

Parent permission will be obtained before any non-child-specific over-the-counter TO/S/R will be applied. Parents will be made aware that the TO/S/R being applied is not child-specific and may be used by multiple children.

The program will adhere to the following infection control guidelines when using non child-specific TO/S/R:

- o Hands will be washed before and after applying the TO/S/R.
- o Care will be taken to remove the TO/S/R from the bottle or tube without touching the dispenser.
- o An adequate amount of TO/S/R will be obtained so it is not necessary to get more once the staff has started to apply the TO/S/R (*if additional TO/S/R must be dispensed after applying it to a child's skin, hands will be washed before touching the dispenser*).
- o Gloves will be worn when needed.
- o TO/S/R that may be contaminated will be discarded in a safe manner.

It is the program's obligation to protect the children in care from injury. Part of this obligation includes the application of TO/S/R according to parent permission.

Describe the program's procedure for protecting children in the absence of parental permission to apply TO/S/R, such as sunscreen or insect repellent:

Explain here:

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS ( <i>if applicable</i> ):	DATE: / /
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OCFS-LDSS-7020 (Rev. 07/2020)

**Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers and Nebulizers.**

Staff NOT authorized to administer medications may administer emergency care through the use of epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child’s health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written *Individual Health Care Plan for a Child with Special Health Care Needs* **must be submitted**. Form **OCFS-LDSS-7006** may be used to meet this requirement. *(See Section 2: Children with Special Health Care Needs.)*
- An order from the child’s health care provider to administer the emergency medication including a prescription for the medication. The *OCFS Medication Consent Form (Child Day Care Program)* **OCFS-LDSS-7002** may be used to meet this requirement.
- Written permission from the parent to administer the emergency medication as prescribed by the child’s health care provider. The *OCFS Medication Consent Form (Child Day Care Program)* **OCFS-LDSS-7002** may be used to meet the requirement.
- Instruction on the use and administration of the emergency medication that has been provided by the child’s parent, child’s health care professional or a health care consultant.

Additionally:

- Staff who have been instructed on the use of the auto-injector, diphenhydramine, asthma medication or nebulizer must be present during all hours the child with the potential emergency condition is in care and must be listed on the child’s Individual Health Care Plan.
- The staff administering the auto-injector, diphenhydramine, asthma medication or nebulizer must be at least 18 years old, unless the administrant is the parent of the child.
- Staff must immediately contact 911 after administering epinephrine.
- If an inhaler or nebulizer for asthma is administered, staff must call 911 if the child’s breathing does not return to normal after its use.
- Storage, documentation of administration of medication and labeling of the auto-injector, asthma inhaler and asthma nebulizer must be in compliance with all appropriate regulations.

Explain where these will be stored:

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS <i>(if applicable)</i> :	DATE: / /
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OCFS-LDSS-7020 (Rev. 07/2020)

**School-Age Children Exemptions for Carrying and Administering Medication**

When a program has agreed to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or an epinephrine auto-injector for anaphylaxis, a school-age child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider or licensed prescriber, and written parental consent, and completes an Individual Health Care Plan for the child.

The Individual Health Care Plan, parental consent and health care provider or licensed prescriber consent documenting permission for a school-age child to carry an inhaler or auto-injector must be maintained on file by the program.

Sections 10-12 must be completed ONLY if the program plans to administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent, and/or epinephrine auto-injector, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and **not** administer any other medication.

**Section 10: Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program can be given to the social services district upon request if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

**Section 11. Americans with Disabilities Act (ADA) Statement**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

**Section 12. Licensee Statement**

It is the program's responsibility to follow the health care plan and all day care regulations.

OCFS must review and approve the health care plan as part of the licensing process. OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.

The program's health care policies will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.

Day Care Program's Name (please print):		License #:	
Authorized Signature:	Authorized Name (please print):	Date: / /	

LICENSEE INITIALS:	DATE: / /	HEALTH CARE CONSULTANT (HCC) INITIALS (if applicable):	DATE: / /
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# Module 2:

## The Five Rights of Safe Medication Administration

### ***Trainer's Overview***

This module explains the ***Five Rights*** and how to correctly match them at least three times when giving medication and how to avoid medication errors.

### ***Competency***

Participants will recognize the ***Five Rights*** of safe medication administration and be able to match the ***Five Rights*** to give medication correctly and prevent medication errors.

### ***Objectives***

At the end of this unit participants will be able to list and match the ***Five Rights*** of safe medication administration at least three times.

### ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #2a: “The ‘Five Rights’”
- Flip Chart and Markers
- *Participant Materials*
  - HANDOUT 2.1: What Are the ***Five Rights***?
  - HANDOUT 2.2: Matching the ***Five Rights***
  - HANDOUT 2.3: OCFS-LDSS-7002 *Medication Consent Form*
  - EXERCISE 2.1: Finding the ***Five Rights***
  - ANSWER KEY 2.1: Finding the ***Five Rights***
- Toffee or chocolate candy to reinforce the ***Five Rights***



## The Five Rights of Safe Medication Administration

- ❑ Introduce the module. Say the following:

*“In this unit we will discuss the Five Rights of safe medication administration and why it’s important to know them whenever you give medication.”*

- ❑ Refer participants to the following in the *Participant Materials*:

- **HANDOUT 2.1: What Are the Five Rights ?**
- **HANDOUT 2.2: Matching the Five Rights**



- ❑ Show Video #2a: “The ‘Five Rights’”.

- ❑ Have the following written on a flip chart in column form and underline the first letter of each word in the sentence. Ask participants to identify which “right” the letter references. Be sure participants answer that ‘C’ is for child, ‘M’ is for medication, ‘D’ is for dose, ‘R’ is for route, and ‘T’ is for time.



Remember the **Five Rights**:

Charlie  
Made  
Delicious  
Rich  
Toffee

- ❑ Answer any questions participants may have regarding the **Five Rights**.

- ❑ Refer participants to the following in the *Participant Materials*:

- **HANDOUT 2.3: OCFS-LDSS-7002 Medication Consent Form**

- ❑ Review where the **Five Rights** are located on the OCFS *Medication Consent Form*. Say the following:



*“Handout 2.3 is the OCFS Medication Consent Form. Let’s take a minute to find where the **Five Rights** are located on the form.*

*The ‘right child’ is in box 1.*

*The ‘right medication’ is in box 4. Remember that the medication strength should also be included here.*

*The ‘right dose’ is in box 5.*

*The ‘right route’ is in box 6.*

*The ‘right time’ is in box 7. Section 7A will be filled out if the medication will be given at a specific time; for example, 12PM. If the health care provider did not write a specific time, check the back of the form under box 19 to make sure the parent wrote a time.*

*Section 7B will be filled out if the medication will be given ‘as needed’; for example, asthma inhalers or EpiPen®.”*

**EXERCISE:**

**Finding the Five Rights**


- Refer participants to the following in the *Participant Materials*:
  - o **EXERCISE 2.1: Finding the *Five Rights***
- Have participants break into groups of two or three. Say the following:

*“We’re going to do an exercise to help you know where to look for the **Five Rights** when a parent gives you emergency medication to give to their child in your program. I’d like you to break into groups of two or three. Work with your partner to find where the **Five Rights** are located on the package and pharmacy label.*


*Be sure to circle the package or pharmacy label and write down the information on the bottom of the handout. Then, locate the **Five Rights** on the OCFS Medication Consent Form and match each one with the **Five Rights** on the medication package.*

*I will give you five minutes to complete the exercise. We will review the answers when you’re done.”*

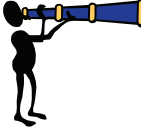
- Refer participants to the following in the *Participant Materials*:
  - o **ANSWER KEY 2.1: Finding the *Five Rights***
- Review the answers with participants.
- Answer any questions or clear up any misunderstandings participants may have about matching the **Five Rights**.
- Transition to Module 3: Handling Medication.



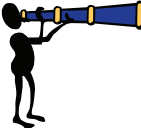
Review PRN/as-needed medication an additional time. Also, inform participants that the *specific symptoms* that prompted the administration of the as-needed medication need to be noted on the *Medication Consent Form*.  
Give examples. Emphasize that the licensed authorized prescriber should **NOT** state “administer for asthma symptoms” or “for a severe allergic reaction.”



Exercise



Refer participants to EXERCISE 2.1



Refer participants to ANSWER KEY 2.1

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## What Are the *Five Rights?*



### 1. *Right Child*

- Make sure that the child you are about to give the medication to is the right child. If you care for siblings or other children in your program with similar names, be extra careful.
- If you need to give medication to a child you don't know well, ask someone you trust to tell you the child's name. You can also ask the child to tell you his/her name. But never rely solely on the child to tell you his/her name.



### 2. *Right Medication*

- Only accept medication that is in its original container with the original label. Don't accept medication that a person has put into another container because you have no way of knowing if it's the right medication.
- The strength of the medication is also part of the right medication. The strength is how much of the active ingredient is in one pill or one dose. For example, EpiPen® comes in 0.15mg and 0.30mg strengths. So in addition to checking the name (EpiPen®), make sure you have the right strength of the medication (0.15mg or 0.30mg).



### 3. *Right Dose*

- The dose is how much of medication to give. For example, the dose could be 2 puffs or 1 vial.
- Measure the dose correctly using the tool (medicine cup, dosing spoon, oral syringe) the parent gave you for diphenhydramine, if applicable.
- If the medication is a liquid, make sure the tool the parent supplied, such as a dosing spoon, oral syringe or medicine cup, has the same measurement on it that is written on the consent form (teaspoons, tablespoons, cc's, etc.).



### 4. *Right Route*

- The route is the way the medication gets into the child's body, such as inhaled through the mouth or injected into the thigh.
- Always ask if you don't understand how to give the medication correctly by the route written.



### 5. *Right Time*

- Medication can be scheduled to be given at a specific hour or have instructions that tell you what to look for when the child needs the medication ("as needed").
- When a child arrives, check with the parent to find out if the child got any medication before coming to care.
- Give medication up to 30 minutes before or up to 30 minutes after the dose is due.

*This page is intentionally blank.*

## Matching the *Five Rights*

Giving medication is a very serious part of your job. Knowing the **Five Rights** is not enough. To give medication, you must match the medication, time, dose, route and child's first and last names written on the medication label or over-the-counter package to the information written on the consent form to be sure you're giving the medication correctly. This is called matching the **Five Rights**.

Remember the following when matching the **Five Rights** to give medication:

### Right Child

- Match the child's first and last names written on the consent form with the names written on the pharmacy label or package to the child you are about to give the medication to.

### Right Medication

- Make sure the medication listed on the label of the container exactly matches the *Medication Consent Form*. Be careful, because the names of medication can sound alike and be spelled alike, but be very different medication.
- Some medication, such as inhalers and EpiPens® are inside a box with a pharmacy label on it. Always take the medication container out of the labeled box and match the medication name on the container with the label, including the strength.



### Right Dose

- Match the dose written on the consent form with the dose written on the pharmacy label or package with the dose you have prepared to give.

### Right Route

- Match the route written on the consent form with the route written on the pharmacy label or package with the way you are about to give the medication to the child.

### Right Time

- Match the time written on the *Medication Consent Form* with the time written on the pharmacy label and package with the current time. Remember that if the health care provider did not write the hour to give it (e.g., 12:00 PM), check the back of the consent form (box 19) to see what time the parent wrote for you to give it.
- If the medication is given when the child needs it instead of at a specific hour, match the information written on the consent form and make sure it matches the child's symptoms. For example, if the instructions say to give Ventolin® when the child is short of breath or wheezing, you would know it's the right time to give it.

## Remembering the *Five Rights*

A mnemonic is a helpful device for remembering information. Here is a mnemonic to help you remember the *Five Rights* of medication administration:

**“Charlie Made Delicious Rich Toffee”**

Charlie.....Child  
Made .....Medication  
Delicious .....Dose  
Rich.....Route  
Toffee.....Time

# OCFS-LDSS-7002: Medication Consent Form

OCFS-LDSS-7002 (5/2015) FRONT		
NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES <b>MEDICATION CONSENT FORM</b> <b>CHILD DAY CARE PROGRAMS</b>		
<ul style="list-style-type: none"> <li>This form may be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.</li> <li>Only those staff certified to administer medications to day care children are permitted to do so.</li> <li>One form must be completed for each medication. Multiple medications cannot be listed on one form.</li> <li>Consent forms must be reauthorized at least once every six months for children under 5 years of age and at least once every 12 months for children 5 years of age and older.</li> </ul>		
<b>LICENSED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).</b>		
1. Child's First and Last Name: <b>RIGHT CHILD</b>	2. Date of Birth:	3. Child's Known Allergies:
4. Name of Medication ( <i>including strength</i> ): <b>RIGHT MEDICATION</b>	5. Amount/Dosage to be Given: <b>RIGHT DOSE</b>	6. Route of Administration: <b>RIGHT ROUTE</b>
7A. Frequency to be administered: <b>RIGHT TIME (see #19)</b>		
<b>OR</b>		
7B. Identify the symptoms that will necessitate administration of medication: ( <i>signs and symptoms must be observable and, when possible, measurable parameters</i> ): <b>RIGHT TIME (for "as needed" medication)</b>		
8A. Possible side effects: <input type="checkbox"/> See package insert for complete list of possible side effects ( <i>parent must supply</i> )		
<b>AND/OR</b>		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted:		
<input type="checkbox"/> Contact parent <input type="checkbox"/> Contact health care provider at phone number provided below <input type="checkbox"/> Other ( <i>describe</i> ): _____		
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions ( <i>parent must supply</i> )		
<b>AND/OR</b>		
10B. Additional special instructions: ( <i>Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situation's when medication should not be administered.</i> ) _____		
11. Reason for medication ( <i>unless confidential by law</i> ): _____		
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally? <input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete (#33 and #35) on the back of this form.		
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered? <input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete (#34 -#35) on the back of this form.		
14. Date Health Care Provider Authorized:	15. Date to be Discontinued or Length of Time in Days to be Given:	
16. Licensed Authorized Prescriber's Name (please print):	17. Licensed Authorized Prescriber's Telephone Number:	
18. Licensed Authorized Prescriber's Signature: <b>X</b>		

Handout 2.3

OCFS-LDSS-7002 (5/2015) REVERSE		
NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES <b>MEDICATION CONSENT FORM</b> <b>CHILD DAY CARE PROGRAMS</b>		
<b>PARENT COMPLETE THIS SECTION (#19 - #23)</b>		
19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the licensed authorized prescriber write 12pm?) <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm): <b>RIGHT TIME (if not in Box 7A)</b>		
20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (child's name):		
21. Parent's Name (please print):	22. Date Authorized:	
23. Parent's Signature: <b>X</b>		
<b>CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)</b>		
24. Program Name:	25. Facility ID Number:	26. Program Telephone Number:
27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.		
28. Staff's Name (please print):	29. Date Received from Parent:	
30. Staff Signature: <b>X</b>		
<b>ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)</b>		
31. I, parent, request that the medication indicated on this consent form be discontinued on _____ (Date)  Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.		
32. Parent Signature: <b>X</b>		
<b>LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)</b>		
33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child.		
34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place. DATE: _____		
By completing this section, the day care program will follow the written instruction on this form and <i>not</i> follow the pharmacy label until the new prescription has been filled.		
35. Licensed Authorized Prescriber's Signature: <b>X</b>		

Exercise 2.1

## Exercise: Finding the *Five Rights*

Directions: Circle each of the **Five Rights** on the prescription label below. Write each Right on the line provided. Then, circle the **Five Rights** on the *Medication Consent Form* on the next page and match each one with the **Five Rights** on the label.

**Pharmacy Inc. #0012 Ph: 914-555-0102**  
100 Main Street, NYC, NY 10068  
Rx#: 8145973-02 Tx: 8063264

**Jose Martinez DOB: 11/30/XX**  
(914) 554-1984  
461 Park Place, Brooklyn, NY 11202

**albuterol (90mcg/inh)**  
(generic form of Ventolin®)

**Give two puffs by oral inhaler as directed. May give every four hours up to three doses per day.**

Prescriber: **Nancy Wallace MD (914) 564-9832**  
221 Stream Place, Brooklyn, NY 11202  
Refillable: 0 times QTY: 1 R.Ph. Init: RSL  
Date filled: 7/15/XX Orig. Date: 7/15/XX Exp. Date: 7/15/XX

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

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Exercise 2.1

<p>OCFS-LDSS-7002 (5/2015) REVERSE</p> <p>NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES <b>MEDICATION CONSENT FORM</b> <b>CHILD DAY CARE PROGRAMS</b></p>		
<b>PARENT COMPLETE THIS SECTION (#19 - #23)</b>		
<p>19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the licensed authorized prescriber write 12pm?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No</p> <p>Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm): _____</p>		
<p>20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (child's name): José Martinez</p>		
<p>21. Parent's Name (please print): Alicia Martinez</p>	<p>22. Date Authorized: 7/15/XX</p>	
<p>23. Parent's Signature: <b>X</b> <i>Alicia Martinez</i></p>		
<b>CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)</b>		
<p>24. Program Name: ABC Child Care</p>	<p>25. Facility ID Number: 01376 DCC</p>	<p>26. Program Telephone Number: (212) 555-8363</p>
<p>27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.</p>		
<p>28. Staff's Name (please print): Carla Carson</p>	<p>29. Date Received from Parent: 7/15/XX</p>	
<p>30. Staff Signature: <b>X</b> <i>Carla Carson</i></p>		
<b>ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)</b>		
<p>31. I, parent, request that the medication indicated on this consent form be discontinued on _____ (Date)</p> <p>Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.</p> <p>32. Parent Signature: <b>X</b></p>		
<b>LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)</b>		
<p>33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child. See Individual Health Care Plan</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place.</p> <p>DATE: _____</p> <p>By completing this section, the day care program will follow the written instruction on this form and <i>not</i> follow the pharmacy label until the new prescription has been filled.</p> <p>35. Licensed Authorized Prescriber's Signature: <b>X</b> <i>Nancy Wallace, MD</i></p>		

## Exercise: Finding the *Five Rights* ANSWER KEY

**Pharmacy Inc. #0012 Ph: 914-555-0102**  
100 Main Street, NYC, NY 10068  
Rx#: 8145973-02 Tx: 8063264

**Child** → **Jose Martinez** **DOB: 11/30/XX**  
(914) 554-1984  
461 Park Place, Brooklyn, NY 11202

**Medication** → **albuterol (90mcg/inh)** **Time / Route**  
(generic form of Ventolin®)

**Dose** → **Give two puffs by oral inhaler as directed.** May give every four hours up to three doses per day.

Prescriber: **Nancy Wallace MD (914) 564-9832**  
221 Stream Place, Brooklyn, NY 11202  
Refillable: 0 times QTY: 1 R.Ph. Init: RSL  
Date filled: 7/15/XX Orig. Date: 7/15/XX Exp. Date: 7/15/XX

1. Right Child: José Martínez
2. Right Medication: albuterol 90 mcg/inh
3. Right Dose: 2 puffs
4. Right Route: inhaled by oral inhaler
5. Right Time: When José shows these symptoms: shortness of breath, wheezing, complaint of difficulty breathing. (Label states "as directed," so follow the health care provider instructions when matching the right time.)

*This page is intentionally blank.*

Answer Key 2.1

OCFS-LDSS-7002 (5/2015) FRONT

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**MEDICATION CONSENT FORM**  
CHILD DAY CARE PROGRAMS

- This form may be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.
- Only those staff certified to administer medications to day care children are permitted to do so.
- One form must be completed for each medication. Multiple medications cannot be listed on one form.
- Consent forms must be reauthorized at least once every six months for children under 5 years of age and at least once every 12 months for children 5 years of age and older.

**LICENSED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#33 - 35) AND AS NEEDED (#33 - 35)**

1. Child's First and Last Name: José Martinez	2. Date of Birth: 11-30-XX (6 years old)	3. Known Allergies: Eggs, pollen
4. Name of Medication (including strength): Albuterol 90mcg/inh	5. Amount/Dosage to be Given: 2 puffs	6. Route of Administration: inhaled
7A. Frequency to be administered: _____		
<b>OR</b>		
7B. Identify the symptoms that will necessitate administration of medication. (signs and symptoms must be observable and, when possible, measurable parameters): <u>Difficulty breathing, wheezing, and/or shortness of breath. May repeat dose in four hours, if needed.</u>		
8A. Possible side effects: <input checked="" type="checkbox"/> See package insert for complete list of possible side effects (parent must supply)		
<b>AND/OR</b>		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted: <input checked="" type="checkbox"/> Contact parent <input type="checkbox"/> Contact health care provider at phone number provided below <input type="checkbox"/> Other (describe): _____		
10A. Special instructions: <input checked="" type="checkbox"/> See package insert for complete list of special instructions (parent must supply)		
<b>AND/OR</b>		
10B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situation's when medication should not be administered.) _____		
11. Reason for medication (unless confidential by law): <u>Asthma</u>		
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If you checked yes, complete (#33 and #35) on the back of this form.		
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete (#34 -#35) on the back of this form.		
14. Date Health Care Provider Authorized: 7/15/XX	15. Date to be Discontinued or Length of Time in Days to be Given:	
16. Licensed Authorized Prescriber's Name (please print): Nancy Wallace, M.D.	17. Licensed Authorized Prescriber's Telephone Number: (718) 564-9832	
18. Licensed Authorized Prescriber's Signature: <b>X</b> <i>Nancy Wallace, MD</i>		

Answer Key 2.1

OCFS-LDSS-7002 (5/2015) REVERSE  NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES <b>MEDICATION CONSENT FORM</b> <b>CHILD DAY CARE PROGRAMS</b>		
<b>PARENT COMPLETE THIS SECTION (#19 - #23)</b>		
19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the licensed authorized prescriber write 12pm?) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No  Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm): _____		
20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (child's name): José Martinez		
21. Parent's Name (please print): Alicia Martinez	22. Date Authorized: 7/15/XX	
23. Parent's Signature: X <i>Alicia Martinez</i>		
<b>CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)</b>		
24. Program Name: ABC Child Care	25. Facility ID Number: 01376 DCC	26. Program Telephone Number: (212) 555-8363
27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.		
28. Staff's Name (please print): Carla Carson	29. Date Received from Parent: 7/15/XX	
30. Staff Signature: X <i>Carla Carson</i>		
<b>ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)</b>		
31. I, parent, request that the medication indicated on this consent form be discontinued on _____ (Date)  Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.		
32. Parent Signature: X		
<b>LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)</b>		
33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child. See Individual Health Care Plan  _____ _____ _____		
34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place.  DATE: _____		
By completing this section, the day care program will follow the written instruction on this form and <i>not</i> follow the pharmacy label until the new prescription has been filled.		
35. Licensed Authorized Prescriber's Signature: X <i>Nancy Wallace, MD</i>		

# Module 3:

## Accepting Emergency Medication

### Trainer's Overview

This module covers the handling and preparation needed before accepting emergency medication from a child's parent.

- **Permissions, Instructions and Documentation** reviews the permission, instruction and medication label requirements needed before administering any emergency medication to a child in a child care setting and discusses how to correctly document the administration of emergency medication.

### Competency

Participants will understand the New York State Office of Children and Family Services (OCFS) regulations pertaining to the administration of emergency medication and will understand the appropriate permissions and instructions they must have prior to administering such medication to a child. Participants will correctly document the administration of emergency medication and will be literate in the language in which the permissions and instructions are written.

### Objectives

At the end of this unit participants will be able to:

- identify the permissions and instructions needed to administer emergency medication to children in their care;
- identify the items needed for medication instructions from the licensed authorized prescriber;
- identify the required prescription medication label elements; and
- identify the necessary items that must be documented for each medication given.

### Materials and Equipment Needed

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #4a: "Permissions, Instructions and Documentation"
- Flip Chart and Markers
- *Participant Materials*
  - HANDOUT 3.1: What Permissions and Instructions Do I Need to Give Emergency Medication?
  - HANDOUT 3.2: OCFS-LDSS-7002 *Medication Consent Form*
  - HANDOUT 3.3: OCFS-LDSS-7004 *Log of Medication Administration*
  - HANDOUT 3.4: Good Documentation



Total Time:

**20 minutes**

## Permissions, Instructions and Documentation

- Introduce the unit. Say the following:

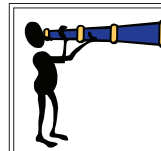
*“In this unit, we will review the permissions, instructions and information that must be included on the medication label as required by the Office of Children and Family Services.”*

- Introduce unit. Say the following:

*“Clear and complete permission and instructions are necessary to safely give medication. In this section, we will review the items required from the health care provider. We will also discuss the type of permission and instructions you need before giving emergency medication to a child and how to correctly write down that you gave the medication.”*

- Refer participants to the following in the *Participant Materials*:

- o **HANDOUT 3.1: What Permissions and Instructions Do I Need to Give Emergency Medication?**
- o **HANDOUT 3.2: OCFS-LDSS-7002 Medication Consent Form**
- o **HANDOUT 3.3: OCFS-LDSS-7004 Log of Medication Administration**
- o **HANDOUT 3.4: Good Documentation**



Refer participants to  
HANDOUTS 3.1 - 3.4

- Show Video #4a: “Permissions, Instructions and Documentation.”



Show Video #4a:  
“Permissions, Instructions  
and Documentation”

- Answer any questions or clear up any misunderstandings participants may have about permissions, instructions or documentation.
- Transition to Module 4: Asthma

## What Permissions and Instructions Do I Need to Give Emergency Medication?

You must have **written** permission from the parent and **written** instructions from the child's health care provider to give any emergency medication.

- The permission and instructions must be written in a language in which you can read and write.
- Parents and health care providers must renew the written permission and instructions at least once every six months for children under the age of five (5) years, and once per year for children five (5) years and older.
- You can accept faxed consents for written permission and instructions.
- All written permission and instructions should be provided on the OCFS *Medication Consent Form* or an approved equivalent.

**Your program's Health Care Plan outlines the policies and procedures that you *must* follow when administering emergency medication. Check your program's health care plan to see:**

- If your program has created its own permission and instructions form.
- If you can accept written permission and instructions on an approved equivalent of the OCFS *Medication Consent Form*. It would be Best Practice to include:
  - ◆ Child's first and last name
  - ◆ Date of birth
  - ◆ Known allergies (KA)
  - ◆ Medication name (including strength)
  - ◆ Medication dosage
  - ◆ Route of administration
  - ◆ How often to give medication, or what symptoms child must exhibit that necessitate administering the medication
  - ◆ Possible side effects and/or additional side effects
  - ◆ Actions to take if side effects are observed
  - ◆ Special instructions via package insert and/or additional special instructions
  - ◆ Reason the child is taking the medication (unless confidential by law)
  - ◆ Does the child have a Special Health Care Need according to OCFS' definition?
  - ◆ Is this a change from a previous medication order?
  - ◆ Date prescriber authorized
  - ◆ Date to be discontinued
  - ◆ Prescriber name, telephone number and licensed authorized prescriber's signature

*This page is intentionally blank.*

Handout 3.2

OCFS-LDSS-7002 (5/2015) FRONT

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**MEDICATION CONSENT FORM**  
**CHILD DAY CARE PROGRAMS**

- This form may be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.
- Only those staff certified to administer medications to day care children are permitted to do so.
- One form must be completed for each medication. Multiple medications cannot be listed on one form.
- Consent forms must be reauthorized at least once every six months for children under 5 years of age and at least once every 12 months for children 5 years of age and older.

**LICENSED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).**

1. Child's First and Last Name:		2. Date of Birth:		3. Child's Known Allergies:	
4. Name of Medication ( <i>including strength</i> ):			5. Amount/Dosage to be Given:		6. Route of Administration:
7A. Frequency to be administered: _____					
<b>OR</b>					
7B. Identify the symptoms that will necessitate administration of medication: ( <i>signs and symptoms must be observable and, when possible, measurable parameters</i> ): _____					
8A. Possible side effects: <input type="checkbox"/> See package insert for complete list of possible side effects ( <i>parent must supply</i> )					
<b>AND/OR</b>					
8B. Additional side effects: _____					
9. What action should the child care provider take if side effects are noted:					
<input type="checkbox"/> Contact parent		<input type="checkbox"/> Contact health care provider at phone number provided below			
<input type="checkbox"/> Other ( <i>describe</i> ): _____					
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions ( <i>parent must supply</i> )					
<b>AND/OR</b>					
10B. Additional special instructions: ( <i>Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situation's when medication should not be administered.</i> ) _____					
11. Reason for medication ( <i>unless confidential by law</i> ): _____					
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally? <input type="checkbox"/> No <input type="checkbox"/> Yes   If you checked yes, complete (#33 and #35) on the back of this form.					
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered? <input type="checkbox"/> No <input type="checkbox"/> Yes   If you checked yes, complete (#34 -#35) on the back of this form.					
14. Date Health Care Provider Authorized:			15. Date to be Discontinued or Length of Time in Days to be Given:		
16. Licensed Authorized Prescriber's Name (please print):			17. Licensed Authorized Prescriber's Telephone Number:		
18. Licensed Authorized Prescriber's Signature: <b>X</b>					

Handout 3.2

OCFS-LDSS-7002 (5/2015) REVERSE

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**MEDICATION CONSENT FORM**  
**CHILD DAY CARE PROGRAMS**

**PARENT COMPLETE THIS SECTION (#19 - #23)**

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (*For example, did the licensed authorized prescriber write 12pm?*)  Yes  N/A  No

Write the specific time(s) the child day care program is to administer the medication (*i.e.: 12 pm*): \_\_\_\_\_

20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (*child's name*):

21. Parent's Name (*please print*):

22. Date Authorized:

23. Parent's Signature:

X

**CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)**

24. Program Name:

25. Facility ID Number:

26. Program Telephone Number:

27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.

28. Staff's Name (*please print*):

29. Date Received from Parent:

30. Staff Signature:

X

**ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)**

31. I, parent, request that the medication indicated on this consent form be discontinued on \_\_\_\_\_ (Date)

Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.

32. Parent Signature:

X

**LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)**

33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child.

34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place.

DATE: \_\_\_\_\_

By completing this section, the day care program will follow the written instruction on this form and *not* follow the pharmacy label until the new prescription has been filled.

35. Licensed Authorized Prescriber's Signature:

X

Handout 3.3

OCFS-LDSS-7004 (5/2014) FRONT

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**LOG OF MEDICATION ADMINISTRATION**

- Caregivers may use this form or an approved equivalent to document medications administered in the day care program.
- Documentation must be kept with the child’s written medication consent form.
- Any doses of the medication listed below not given must be documented.

CHILD NAME:

MEDICATION:(including dose)

COMPLETE FOR ALL DOSES GIVEN				COMPLETE WHEN SIDE EFFECTS ARE NOTED		COMPLETE FOR ‘AS NEEDED’ MEDICATION ONLY	
Date Given (M/D/Y)	Dose	Time (AM or PM)	Administered by (full signature)	Any Noted Side Effects	Were parents notified of side effects?	For “as needed” medication – write the symptoms the child exhibited that necessitated the need for the medication	Were parents notified “as needed” medicine was given
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> AM <input type="checkbox"/> PM			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No



## Good Documentation

You must keep a record of all medication given at your program. When you write down all of the medication you give in your program, you help prevent medication errors, including a child missing a dose of medication or a child accidentally receiving two doses.

### Here are some tips for good documentation:

- Use one *Log of Medication Administration* for each medication the child is taking.
- Write in ink.
- Write down all medication you give immediately after the child takes it.
- Always document the date and dose you gave, what time you gave it, and sign the log.
- If you gave an “as needed” medication, be sure to write down why you gave the medication and whether or not you notified the child’s parent.
- Write down in the child’s log any side effects you observe and that you notified the child’s parent.
- If a medication was not given, write down the reason why.
- Write down any medication the child received at home before arriving in your care.
- If a family member came to your program to give the child medication, you must write down who gave the medication, the dose and the time it was given by the family member.
- If you make an error when writing down the medication you gave the child, cross out the incorrect information with a single line and write “error” with your initials next to it, then write the correct information.  
e.g., Dose: ~~One puff~~ Error MW  
Dose: Two puffs
- DO NOT use correction fluid.

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# Module 4: Asthma

## ***Trainer’s Overview***

This module provides child care providers with information they need to safely and effectively care for a child who has asthma. The module gives an overview of asthma, explains asthma triggers and describes what to do in the event of an asthma episode. It also discusses the use of an asthma care plan.

## ***What Is Asthma? Competency***

Participants will understand asthma triggers, recognize early warning signs of an asthma episode and effectively administer asthma medication to children.

## ***Objectives***

At the end of this unit participants will be able to:

- identify asthma “early warning signs”;
- identify common asthma triggers; and
- identify measures to prevent an asthma episode.

## ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #8a: “What Is Asthma?”
- Flip Chart and Markers
- *Participant Materials*
  - HANDOUT 4.1: Asthma Facts
  - HANDOUT 4.2: Asthma Treatment
  - HANDOUT 4.3: Example of a Care Plan for a Child with Asthma
  - HANDOUT 4.4: New York State Department of Health Asthma Action Plan



**Approximate Duration:**

**10 minutes**

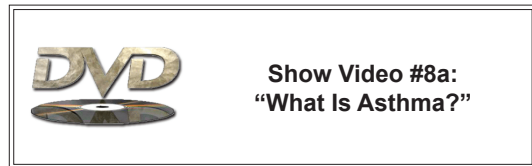
## What Is Asthma?

- ❑ Introduce module. Say the following:  
*“In this module we will review asthma.”*

- ❑ Refer participants to the following in the *Participant Materials*:
  - **HANDOUT 4.1: Asthma Facts**
  - **HANDOUT 4.2: Asthma Treatment**



- ❑ Show Video #8a: “What Is Asthma?”
- ❑ Refer participants to the following in the *Participant Materials*:
  - **HANDOUT 4.3: Example of a Care Plan for a Child with Asthma**



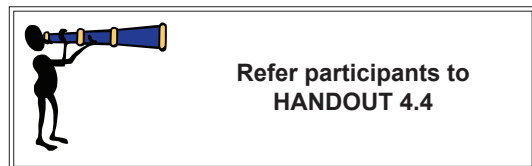
- ❑ Review Asthma Care Plan.  
Say the following:

*“All children with asthma should have a written care plan that contains essential information to help you best care for them. A well-designed plan includes information such as the child’s asthma triggers, typical signs and symptoms of the child’s asthma and steps to take in response to asthma symptoms or peak flow readings. Handout 4.3 is an example of a care plan for a child with asthma that you can give to parents to use for a child with asthma.*

*The asthma care plan is adapted from Caring for Our Children, which is a collection of national health and safety guidelines for out-of-home child care. This care plan is only one example of many asthma care plans available. Many health care providers have their own asthma care plans. You should make sure you have the information you need to safely care for a child with asthma.”*



- ❑ Refer participants to the following in the *Participant Materials*:
  - **HANDOUT 4.4:  
New York State Department of Health  
Asthma Action Plan**



- ❑ Review the Asthma Action Plan.  
Say the following:

*“Some children with asthma are on multiple medications. Handout 4.4 is a plan designed by the New York State Department of Health to be used by parents and health care providers to help care for a child with asthma. The plan describes which medications are to be taken every day, which are*

*to be taken only when needed to manage symptoms and what to do in an emergency.*

*As we will see in Module 7 (Special Situations), a child with asthma is considered a child with special health care needs and will need to have an Individual Health Care Plan for a Child with Special Health Care Needs. The NYS DOH Asthma Action Plan complements, but does not replace, the Individual Health Care Plan, unless it has been reviewed by OCFS and considered an approved equivalent.*

*Regardless of the plan you have for the child, it's important for you to understand how to correctly give the medication to the child. Since many children take medication to manage their asthma, you'll want to make sure that the child's health care provider has provided you with written instructions for any asthma medication that may need to be given in your program."*

- Answer any questions or clear up any misunderstandings participants may have about asthma.
- Transition to Module 5: Preparation and Administration Techniques.

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## Asthma Facts

- Asthma is a chronic disease of the lungs.
- Every child feels differently when having asthma symptoms, but most often will have repeated coughing, wheezing, breathlessness and chest tightness. These symptoms are from swelling (inflammation) of the airways. This makes the airways very sensitive and they usually react strongly to certain things (called triggers) in the environment.
- There is no cure for asthma, but with proper care it can be controlled.

**Triggers** are things that start an asthma episode. These can be viruses or other things in the environment that stimulate the child's immune system and cause airways to become inflamed. Except for colds, which trigger asthma episodes in most young children, triggers that start asthma episodes are different for each child. Things that trigger one child will not bother another. Also, triggers can change as a child grows older. You can help by knowing what triggers the child's asthma and avoiding them to reduce the child's risk of having an episode. Triggers may include:

Triggers	Prevention
Respiratory illness, such as a cold or the flu  <i>A cold is the most common trigger of asthma in young children.</i>	Follow proper hand washing procedures; clean and sanitize toys and surfaces; flu vaccination
Tobacco smoke	Do not allow smoking in child care areas. Do not wear clothing that smells like cigarette smoke.
Cockroach and rodent droppings	Keep kitchen area clean; seal cracks in and around pipes; seal mouse holes.
Mold	Prevent water leakage; inspect bathrooms often for mold.
Dust, dust mites	Control dust; vacuum after children leave; mop with wet/damp cloths.
Pet dander	Keep pets out of child care areas at all times.
Perfume	Don't use perfumes or other strongly scented products.
Emotions, such as excitement or anxiety	Avoid emotional extremes.
Exercise	Give medication before exercise, if instructed to so by the child's health care provider.
Grass and tree pollens	Talk to parents about the best ways to limit triggers while their child is outside and pollen levels are high. Control pollen in child care areas; vacuum after children leave; mop with damp/wet cloths.
Cold air, humidity and changes in weather	Proper clothing; avoid temperature extremes.

## Handout 4.1

**Early warning signs** are mild symptoms that happen *before* an asthma episode. Being able to spot early warning signs is helpful because you can take quick action. Early action may decrease the seriousness of the attack or even prevent an asthma episode from happening at all. Early warning signs are different for every child, so knowing each child's specific early warning signs is important. Some common early warning signs are:

- behavior changes, such as nervousness;
- coughing;
- stuffy or runny nose;
- headache;
- fatigue;
- watery eyes, itchy throat or chin.

### ***Signs and symptoms of an asthma episode:***

- acting agitated or scared
- breathing rapidly or differently
- wheezing
- can't stop coughing
- having trouble breathing when lying down
- sitting with shoulders hunched over
- unusually pale skin

### ***Management of an asthma episode:***

- Remove the child from asthma triggers.
- Calm the child to reduce anxiety.
- Give medication as instructed by the child's health care provider.  
(See the child's *Medication Consent Form*.)
- Call the child's parent or guardian.
- Follow the child's asthma care plan.
- Call 911, depending upon child's condition.

## Asthma Treatment

### **Medication Used to Treat Asthma**

Many children with asthma need to take medication at some point. Some children take a combination of medication to help manage their asthma. There are two types of asthma medication.

#### **Controller Medication:**

These medications *control* asthma and can prevent asthma attacks. Some children may need to take medication on a regular basis to prevent an asthma episode. These medications are taken on a regular basis, usually daily. For children with persistent asthma, daily use of inhaled corticosteroids is the most effective treatment.

#### **Quick Relief/Rescue Medication:**

Some children may only need medication when they are having an asthma episode or to prevent exercise-related asthma attacks. These medications work quickly to relieve asthma symptoms, but do not control airway inflammation or airway sensitivity.

### **Ways to Give Asthma Medication**

Asthma medications most commonly come in an inhaled form. How the child takes the medication depends on the type of medication and the age of the child.

#### **Nebulizer Machine:**

A nebulizer machine converts liquid medicine into a mist that can be breathed into the lungs. The child breathes normally when using a nebulizer.

#### **Metered-Dose Inhaler:**

A metered dose inhaler (MDI) is used to get the medication directly to the child's lungs.

#### **Metered-Dose Inhaler with a Spacer Device:**

A spacer can be attached to a metered dose inhaler (MDI). When the MDI is pushed, the medication goes into the tube of the spacer. The child then easily breathes in the medication from the spacer tube over several breaths.

#### **Dry Powder Inhaler:**

A dry powder inhaler is used to deliver dry powder medication directly to the lungs. Dry powder inhalers work differently than metered-dose inhalers, since the inhaler is activated when the child takes a breath.

#### **Oral Medication:**

Oral medication may be prescribed for children either alone or in combination with inhaled medication.

### **Peak Flow Meter**

School-age children with persistent asthma can keep track of how well their asthma is controlled by using a peak flow meter. A peak flow meter is a portable handheld device used to measure how hard and fast the child can push air out of his lungs. Peak flow meter measurements can provide important information to help manage the child's asthma.

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## Example of a Care Plan for a Child with Asthma

**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

This plan is to help you know the child's triggers, early warning signs and symptoms of an asthma episode. It includes what you should do if the child has an asthma episode while in care.

If the child takes medication, follow the instructions on the child's *Written Medication Consent Form*.

**Known triggers** for this child's asthma (*circle all that apply*):

colds	excitement
mold	weather changes
exercise	animals
tree pollens	smoke
dust	foods: _____
strong odors	_____
grass	other: _____
flowers	_____

**Activities** when this child has needed special attention in the past (*circle all that apply*):

<i>Outdoors</i>	<i>Indoors</i>
outdoors on cold or windy days	kerosene/wood stove
jumping in leaves	heated rooms
animals	painting or renovations
running hard	art projects with chalk, glues
gardening	pet care
playing in freshly cut grass	sitting on carpets
recent lawn treatment	other: _____
other: _____	_____
_____	

**Early Warning Signs** for this child's asthma (*circle all that apply*):

behavior changes, such as nervousness	headache
rapid breathing	fatigue
wheezing, coughing	changes in peak flow meter readings
stuffy or runny nose	watery eyes, itchy throat or chin
other: _____	_____
_____	_____

**Typical signs and symptoms** of this child’s asthma episodes (*circle all that apply*):

- |                           |   |
|---------------------------|---|
| fatigue                   | agitation                                     |
| red, pale or swollen face | flaring nostrils                              |
| grunting                  | mouth open (panting)                          |
| breathing faster          | persistent coughing                           |
| wheezing                  | complaints of chest pain/tightness            |
| restlessness              | gray or blue lips or fingernails              |
| dark circles under eyes   | difficulty playing, eating, drinking, talking |
| sucking in chest/neck     | Other: _____                                  |

**Peak Flow Meter**

Does this child use a **peak flow meter** to monitor the need for medication in care?  Yes  No

- Personal best reading ..... \_\_\_\_\_
- Reading to give extra dose of medicine ..... \_\_\_\_\_  
(See the child’s *Medication Consent Form* for instructions.)
- Reading to get medical help..... \_\_\_\_\_

How often has this child needed urgent care from a doctor for an episode of asthma:

- in the past 3 months? \_\_\_\_\_
- in the past 12 months? \_\_\_\_\_

**Staff**

Identify the staff who will provide care to this child:

Name	Credentials or Professional License Information*

Describe any additional training, procedures or competencies the staff listed will need to care for this child. Also describe how this additional training and competency will be achieved, including who will provide this training. This includes training for using a peak flow meter, if the child uses one to help manage asthma.


**Plan of Action if child is having an asthma episode:**

1. Remove child from any known triggers.
2. Follow any health care provider instructions for administration of asthma medication.
3. Notify parents immediately if medication is administered.
4. Get emergency medical help if:
  - the child does not improve 15 minutes after treatment and family cannot be reached;  
**OR**
  - after receiving a treatment, the child:
    - ◇ is grunting or working hard to breathe;
    - ◇ won't play;
    - ◇ is breathing fast at rest (>50/min)
    - ◇ has gray or blue lips or fingernails;
    - ◇ has trouble walking or talking;
    - ◇ cries more softly and briefly;
    - ◇ has nostrils open wider than usual;
    - ◇ is hunched over to breathe;
    - ◇ has sucking in of skin (chest or neck) with breathing;
    - ◇ is extremely agitated or sleepy;
    - ◇ passes out or stops breathing.

**Signature of Authorized Program Representative:**

I understand that it is my responsibility to follow the above plan and all health and infection control day care regulations related to the modality of care I provide. This plan was developed in close collaboration with the child's parent and the child's health care provider. \*I understand that it is my responsibility to see that the staff identified to provide all treatments and administer medication to the child listed in this health care plan have a valid MAT certificate, CPR and first aid certifications, if applicable, or have a license that exempts them from training; and have received any additional training needed, and have demonstrated competency to administer such treatment and medication in accordance with the plan identified.

Provider/Facility Name:	Facility ID number:	Facility Telephone Number:
Authorized child care provider's name (please print):		Date:
Authorized child care provider's signature:		

**Signature of Parent or Guardian**

	Date:
--	-------



# Module 5:

## Preparation and Administration Techniques

### ***Trainer's Overview***

This module describes the step-by-step process for administering emergency medication by inhalation. Participants will be able to practice administering inhaled medication. This module also reviews the use of a nebulizer machine to administer inhaled medication to children.

### ***Competency***

Participants will understand how to appropriately administer inhaled emergency medication to children in a safe and consistent manner. Participants will also understand how to reduce infections and improper medication doses by keeping medication related equipment clean and in working order. Participants will also understand the need to refer to manufacturer's instructions when using a nebulizer machine.

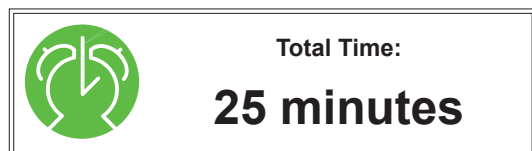
### ***Objectives***

At the end of this module participants will be able to:

- demonstrate the ability to correctly administer inhaled emergency medication;
- explain the cleaning techniques for medication tools, metered-dose inhalers and nebulizer machines;
- identify how to appropriately set up a nebulizer machine using the manufacturer's instructions; and
- identify how to administer medication using a nebulizer machine by following the manufacturer's instructions.

### ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #7b: "Inhaled Medication" [**TRAINER NOTE: Stop video at 4:03**]
- Flip Chart and Markers
- Practice materials
  - Infant and child dolls
  - Equipment and medication for practice
- *Participant Materials*
  - HANDOUT 5.1: Giving Medication Inhaled by Mouth



## Administering Inhaled Medication

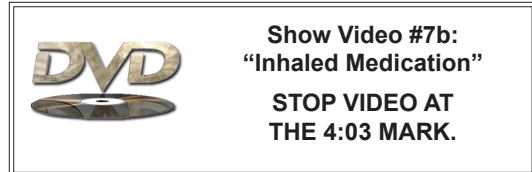
- Introduce module. Say the following:

*“This module will review how to give inhaled medication.”*

- Refer participants to the following in the *Participant Materials*:
  - o **HANDOUT 5.1: Giving Medication Inhaled by Mouth**



- Show Video #7b: “Inhaled Medication.”
- Transition to practice time per the MAT Participant Practice Time Procedures outlined in Appendix E.
- Refer participants to **HANDOUT 5.2: Skills Competency Demonstration—Inhaled Medication with MDI and MDI with Spacer.**



- Practice both inhalation with the Metered-Dose Inhaler (MDI) *and* the MDI with Spacer.
- Demonstrate the use of the nebulizer.
- Transition to Module 6: Emergency Care

## Giving Emergency Medication Inhaled by Mouth

Emergency medication can be inhaled by mouth using an inhaler, inhaler with a spacer, or a nebulizer.

In addition to any medication-specific instructions, follow these principles to give medication inhaled by mouth:

### ***Metered-Dose Inhalers (MDIs)***

A metered-dose inhaler is a device used to deliver a precise dose of medication from a multi-dose container, into the lungs.

### ***When using a metered-dose inhaler (MDI)***

- Put on gloves. You should wear gloves if:
  - ◇ the skin on your hands is cut, scabbed or broken;
  - ◇ your hands might come in contact with the child's mucous;
  - ◇ the medication to be given should not touch **your** skin; or
  - ◇ you feel more comfortable wearing gloves to apply the medication.
- Remove the cap and check the mouthpiece for foreign objects before using.
- Read package instructions. Most inhalers need to be shaken before administration.
- Have the child breathe according to the package instructions.
- If the child needs two or more puffs, follow the instructions for how long to wait before giving another puff.
- Always watch the child use the inhaler.
- Check the counter on the MDI to see how many doses are remaining. Since some inhalers will continue to spray after the medication is gone from the container, discuss with the parent if you need to count the number of puffs you give.

A spacer may be used to help the child get the full dose of medication by holding the medication in the chamber long enough so the child can breathe the medication in with multiple breaths.

To help prevent the spread of germs or giving a wrong dose due to buildup of medication, keep the inhaler and spacer clean. Follow the instructions for cleaning. Never put the medication canister in water.

### ***Nebulizers***

A nebulizer is an air compressor device that finely disperses a liquid drug in a mist that is inhaled through the mouth and/or nose.

***When using a nebulizer***

- Be sure you know how to assemble the nebulizer parts and use the machine.
- Check to make sure you have all of the necessary nebulizer parts.
- Turn on the machine to make sure it is working.
- Attach the tubing and nebulizer parts to the compressor per the manufacturer's instructions.
- Medication administered by nebulizer will come in a single-dose vial. Be sure to read the health care provider instructions. Read and follow storage instructions, as most medication administered by nebulizer must be kept in a dark location.
- Put on gloves.
- Watch the child during the entire treatment to make sure (s)he gets all of the medication.

To help prevent the spread of germs or giving a wrong dose due to buildup of medication, keep the nebulizer and parts clean. Follow the manufacturer's instructions for cleaning.

***Sharing nebulizer machines***

Unless a nebulizer machine is labeled "for single patient use," your program can have a nebulizer machine that is shared by two or more children. Make sure the parent agrees if you are sharing a nebulizer.

Each child must have his or her own tubing, medication cup and mouthpiece or facemask. These should be kept in a separate labeled bag. In addition, the manufacturer's instructions regarding use and care of the machine must be followed.

## Skills Demonstration Competency: Inhaled Medication with MDI and MDI with Spacer

### PATIENT PACKAGE INSERT

#### Ventolin Inhalation Aerosol

*Before using your Ventolin inhalation aerosol, read complete instructions carefully.*

*Children should use Ventolin inhalation aerosol under adult supervision, as instructed by the patient's doctor.*

*The blue adapter supplied with Ventolin inhalation aerosol should not be used with any other product canisters, and adapters from other products should not be used with a Ventolin inhalation aerosol canister. The refill canister is to be used only with the blue Ventolin inhalation aerosol adapter.*

- 1. SHAKE THE INHALER WELL** immediately before each use. **Then remove the cap from the mouthpiece;** the strap on the cap will stay attached to the actuator. If the strap is removed from the actuator and lost, the inhaler mouthpiece should be inspected for the presence of foreign objects before each use. Make sure the canister is fully and firmly inserted into the actuator.
- 2. BREATHE OUT FULLY THROUGH THE MOUTH,** expelling as much air from your lungs as possible. Place the mouthpiece fully into the mouth, holding the inhaler in its upright position and closing the lips around it.
- 3. WHILE BREATHING IN DEEPLY AND SLOWLY THROUGH THE MOUTH, FULLY DEPRESS THE TOP OF THE METAL CANISTER** with your index finger.
- 4. HOLD YOUR BREATH AS LONG AS POSSIBLE.** Before breathing out, remove the inhaler from your mouth and release your finger from the canister.
5. Wait one minute and **SHAKE** the inhaler again. Repeat steps 2 through 4 for each inhalation prescribed by your doctor.
- 6. CLEANSE THE INHALER THOROUGHLY AND FREQUENTLY.** Remove the metal canister and cleanse the plastic case and cap by rinsing thoroughly in warm, running water at least once a day. After thoroughly drying the plastic case and cap, gently replace the canister into the case with a twisting motion and put the cap back on the mouthpiece.
7. As with all aerosol medications, it is recommended to "test spray" the inhaler into the air before using for the first time and when the inhaler has not been used for a prolonged period of time (*i.e.*, more than 4 weeks).
- 8. DISCARD THE CANISTER AFTER YOU HAVE USED THE LABELED NUMBER OF INHALATIONS.** The correct amount of medication in each inhalation cannot be assured after 80 actuations from the 6.8-g canister and 200 actuations from the 17.0-g canister, even though the canister is not completely empty. The canister should be discarded when the labeled number of actuations have been used. Before you reach the specific number of actuations, you should consult your physician to determine whether a refill is needed. Just as you should not take extra doses without consulting your physician, you also should not stop using Ventolin inhalation aerosol without consulting your physician.

**Dosage:** use only as directed by your doctor.

**WARNINGS:** The action of Ventolin inhalation aerosol may last up to 6 hours or longer. Ventolin inhalation aerosol should not be used more frequently than recommended. Do not increase the dose or frequency of Ventolin inhalation aerosol without consulting your doctor. If you find that treatment with Ventolin inhalation aerosol becomes less effective for symptomatic relief, your symptoms become worse, and/or you need to use the product more frequently than usual, you should seek medical attention immediately. When taking Ventolin inhalation aerosol, other inhaled drugs and asthma medicines should be used only as prescribed by your doctor.

**Contents Under Pressure:** Do not puncture. Do not use or store near heat or open flame. Exposure to temperatures above 120°F may cause bursting. Never throw container into fire or incinerator. Keep out of reach of children. Avoid spraying in eyes.

**Store between 15-30°C (59-86°F).** As with most inhaled medications in aerosol canisters, the therapeutic effect of this medication may decrease when the canister is cold; for best results, the canister should be at room temperature before use. Shake well before using.

## Handout 5.2

Note the statement below is required by the Federal government Clean Air Act for all products containing chlorofluorocarbons.

This product contains trichloromonofluoromethane and dichlorodifluoromethane, substances which harm the environment by depleting ozone in the upper atmosphere.

Your doctor has determined that this product is likely to help your personal health. **USE THIS PRODUCT AS DIRECTED UNLESS INSTRUCTED TO DO OTHERWISE BY YOUR DOCTOR.** If you have any questions about alternatives, consult your doctor.

**DRUG NAME:** ALBUTEROL

**GENERIC NAME:** ALBUTEROL (al-BYOO-ter-ole)

**COMMON USES:** This medicine is a bronchodilator used to treat or prevent the symptoms of asthma, emphysema, and other breathing conditions. This medicine is also used to prevent the symptoms of exercise-induced asthma. It may also be used to treat other conditions as determined by your doctor.

**HOW TO USE THIS MEDICINE:** Follow the directions for using this medicine provided by your doctor. STORAGE REQUIREMENTS FOR THIS PRODUCT depend on the product that your doctor has prescribed. Consult your package labeling for instructions on how to store your medicine. DO NOT USE this medicine if the solution changes color or becomes cloudy. IF YOU MISS A DOSE OF THIS MEDICINE and you are using it regularly, use it as soon as possible. If it is almost time for your next dose, skip the missed dose and go back to your regular dosing schedule.

**CAUTIONS:** DO NOT INCREASE YOUR DOSE without checking with your doctor. If your symptoms do not improve or if they become worse, check with your doctor. BEFORE YOU BEGIN TAKING ANY NEW MEDICINE, either prescription or over-the-counter, check with your doctor or pharmacist. THIS MEDICINE MAY CAUSE dry mouth or an unpleasant taste in your mouth. Rinsing your mouth with water after each dose may help relieve these effects. FOR WOMEN: IF YOU PLAN ON BECOMING PREGNANT, discuss with your doctor the benefits and risks of using this medicine during pregnancy. IT IS UNKNOWN IF THIS MEDICINE IS EXCRETED in breast milk. DO NOT BREAST-FEED while taking this medicine.

**POSSIBLE SIDE EFFECTS:** SIDE EFFECTS, that may go away during treatment, include nervousness, tremors, headache, difficulty sleeping, or nausea. If they continue or are bothersome, check with your doctor. CONTACT YOUR DOCTOR IMMEDIATELY if you experience chest pain; fast or irregular heartbeat; new or worsening wheezing; swelling of your hands, legs, face, lips, eyes, throat, or tongue; difficulty swallowing; or hoarseness. An allergic reaction to this medicine is unlikely, but seek immediate medical attention if it occurs. Symptoms of an allergic reaction include rash, itching, swelling, dizziness, or trouble breathing. If you notice other effects not listed above, contact your doctor, nurse, or pharmacist.

**BEFORE USING THIS MEDICINE:** INFORM YOUR DOCTOR OR PHARMACIST of all prescription and over-the-counter medicine that you are taking. Inform your doctor of any other medical conditions, allergies, pregnancy, or breast-feeding.

**OVERDOSE:** IF OVERDOSE IS SUSPECTED, contact your local poison control center or emergency room immediately. Symptoms of overdose may include chest pain; fast or irregular heartbeat; seizures; severe or persistent dizziness or headache; and severe or persistent nervousness, tremor, or trouble sleeping.

**ADDITIONAL INFORMATION:** If your symptoms do not improve or if they become worse, check with your doctor. Carry an identification card at all times that states you are taking this medicine. DO NOT SHARE THIS MEDICINE with others for whom it was not prescribed. DO NOT USE THIS MEDICINE for other health conditions. KEEP THIS MEDICINE out of the reach of children. IF USING THIS MEDICINE FOR AN EXTENDED PERIOD OF TIME, obtain refills before your supply runs out.

The information in this monograph is not intended to cover all possible uses, directions, precautions, drug interactions, or adverse effects. This information is generalized and is not intended as specific information. Check with your doctor, pharmacist, or nurse.

# VORTEX®

## Non Electrostatic Holding Chamber

LATEX FREE | BPA FREE | DISHWASHER SAFE

SAVE THESE INSTRUCTIONS



### SINGLE PATIENT USE

#### ⚠ CAUTION

U.S. Federal Law restricts this device to sale by or on the order of a physician. Use only when prescribed by a physician and with the prescribed medication. Read all warnings and instructions before use. Use the product only for its intended use as described in these Instructions For Use. Improper use can result in serious or fatal illness/injury.

#### ⚠ WARNING

1. Close supervision is necessary when this product is used by children or near the physically or mentally impaired. This device contains small parts that may present a choking hazard to small children. Always keep out of the reach of children three years old and under. All parts should be seated firmly in place. Use of an improperly assembled PARI VORTEX® Non Electrostatic Valved Holding Chamber could prevent adequate delivery of medication. If not sure of the suitability and/or functioning of your MDI, consult MDI instructions and/or your physician.
2. To reduce the risk of infection, illness or injury from contamination and to reduce the risk of improper performance and treatment, you must thoroughly clean and dry all parts of the PARI VORTEX® as instructed on reverse side.
3. To reduce the risk of improper treatment, use only PARI accessories (e.g. masks).
4. To reduce the risk of improper treatment, product should be replaced if valves or parts are damaged or missing.
5. To reduce the risk of improper treatment, make sure duckbill valve is properly fitted.
6. If unsure of how to use this product, talk to your physician or pharmacist.
7. Administer medication per MDI instructions.

Note: MDI Receptacle is not designed to be removed. Attempting to remove may cause damage.

### UTILICE UN SOLO PACIENTE

#### ⚠ PRECAUCIÓN

La legislación federal de Estados Unidos restringe la venta de este dispositivo; su adquisición sólo puede realizarse mediante receta médica. Utilícelo únicamente por indicación médica y con el medicamento recetado. Lea todas las advertencias e instrucciones antes de utilizar el equipo. Use el producto sólo para el propósito para el que fue diseñado que se describe en estas Instrucciones de uso. El uso indebido de este producto puede ocasionar enfermedades/lesiones graves o fatales.

#### ⚠ ADVERTENCIA

1. Es necesario supervisar atentamente el uso de este producto en niños o cerca de personas con alguna discapacidad física o mental. Este dispositivo contiene piezas pequeñas que pueden plantear un riesgo de asfixia para niños pequeños. Siempre manténgalo lejos del alcance de niños menores de tres años de edad. Todas las piezas deben estar perfectamente ajustadas en su lugar. El uso de una Cámara contenedora con válvula no electrostática PARI VORTEX® armada de manera incorrecta puede impedir el suministro adecuado del medicamento. Si no está seguro de la idoneidad y/o funcionamiento de su inhalador dosificador (MDI), consulte las instrucciones del inhalador y/o a su médico.
2. Para reducir el riesgo de infecciones, enfermedades o lesiones por contaminación, así como el riesgo de un rendimiento y tratamiento inadecuados, debe limpiar y secar minuciosamente todas las piezas de la PARI VORTEX® según las instrucciones señaladas en el reverso.
3. Para reducir el riesgo de un tratamiento inadecuado, utilice solo accesorios PARI (por ejemplo, mascarillas).
4. Para reducir el riesgo de un tratamiento inadecuado, solo debe reemplazar el producto si faltan válvulas o piezas o bien estas están dañadas.
5. Para reducir el riesgo de un tratamiento inadecuado, verifique que la válvula pico de pato esté ajustada en forma correcta.
6. Si no está seguro de cómo usar este producto, converse con su médico o farmacéutico.
7. Administre el medicamento según las instrucciones del MDI.

Nota: El receptáculo del MDI no está diseñado para que lo retire. Si intenta retirarlo, puede causar daños.

### USAGE POUR PATIENT UNIQUE

#### ⚠ MISE EN GARDE

Selon la loi fédérale américaine, cet appareil ne peut être vendu que par un médecin ou sur son ordonnance. Utiliser uniquement sur ordonnance du médecin et avec les médicaments prescrits. Lire les avertissements et le mode d'emploi attentivement avant l'utilisation. Le produit doit être utilisé exclusivement aux fins auxquelles il se destine, lesquelles sont décrites dans le présent mode d'emploi. Une utilisation inadéquate peut causer des blessures ou des maladies graves ou mortelles.

#### ⚠ AVERTISSEMENT

1. Une surveillance étroite est nécessaire lorsque ce produit est utilisé par des enfants ou à proximité de personnes présentant une déficience physique ou intellectuelle. Cet appareil comprend des pièces de petite taille qui peuvent présenter un risque de suffocation pour les jeunes enfants. Toujours garder hors de la portée des enfants de trois ans et moins. Les différentes pièces doivent être bien mises en place. L'utilisation d'une chambre de retenue valvée antistatique PARI VORTEX® mal assemblée peut empêcher l'administration adéquate de la médication. En cas de doute à propos du bon fonctionnement ou de la convenance de l'aérosol-doseur, se reporter au mode d'emploi de l'appareil ou consulter un médecin.
2. Pour réduire le risque d'infection, de maladie et de blessure par contamination et pour éviter un fonctionnement ou un traitement inadéquats, nettoyer et sécher soigneusement toutes les pièces du PARI VORTEX® en suivant les directives au verso.
3. Pour réduire le risque de traitement inadéquat, utiliser seulement les accessoires PARI (p. ex. les masques).
4. Pour réduire le risque de traitement inadéquat, remplacer le produit si des valves ou des pièces sont endommagées ou manquantes.
5. Pour réduire le risque de traitement inadéquat, s'assurer que la valve en bec de canard est bien ajustée.
6. En cas d'incertitude concernant l'utilisation de ce produit, parler à votre médecin ou à votre pharmacien.
7. Administer la médication selon le mode d'emploi de l'aérosol-doseur.

Remarque : Le socle pour aérosol-doseur n'est pas conçu pour être enlevé. Toute tentative de l'enlever est susceptible d'endommager l'appareil.

### PARI VORTEX® COMPONENTS | COMPONENTES DE PARI VORTEX® | COMPOSANTS DU PARI VORTEX®

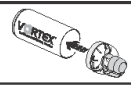



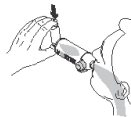
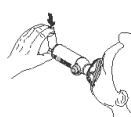
	<ol style="list-style-type: none"> <li>1. Non-Electrostatic Aluminum Chamber</li> <li>1a. MDI Receptacle for metered dose inhaler</li> <li>2. Mouthpiece with inspiratory and expiratory valve</li> <li>2a. Protective cap</li> <li>3. Ladybug Toddler or Frog Child Mask <i>available in certain configurations only</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Cámara de aluminio no electrostática</li> <li>1a. Receptáculo de MDI para el inhalador dosificador</li> <li>2. Boquilla con válvula de inspiración y espiración</li> <li>2a. Tapa de protección</li> <li>3. Mascarilla con diseño de mariquita para bebé o de rana para niños <i>solo disponible en ciertas configuraciones</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Chambre en aluminium antistatique</li> <li>1a. Socle pour aérosol-doseur</li> <li>2. Embouchure avec valves inspiratoire et expiratoire</li> <li>2a. Bouchon protecteur</li> <li>3. Masque Coccinelle pour bébés et masque Grenouille pour enfants <i>offerts en certaines configurations seulement</i></li> </ol>
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**PARI VORTEX HOLDING CHAMBER**  
has a 6 month warranty for home use.




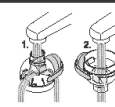
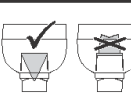





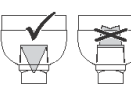
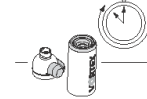
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051D7001 Rev A 11-16



**INSTRUCTIONS FOR USE—PARI VORTEX® Non Electrostatic Valved Holding Chamber**  
**IMPORTANT: Follow instructions included with your metered dose inhaler (MDI).**

<p><b>1.</b></p> 	<p>Attach the mouthpiece to the holding chamber.</p>	<p>Conecte la boquilla a la cámara contenedora.</p>	<p>Fixer l'embouchure à la chambre de retenue.</p>
<p><b>2.</b></p> 	<p>Look for foreign, damaged, and/or missing parts. If using an optional mask, firmly attach to mouthpiece.</p>	<p>Preste atención a la presencia de elementos extraños, daños y/o piezas faltantes. Si usa una mascarilla opcional, conecte con firmeza la boquilla.</p>	<p>Vérifier qu'il n'y a aucune pièce étrangère, endommagée ou manquante. Si un masque est utilisé, ce qui est optionnel, bien le fixer à l'embouchure.</p>
<p><b>3.</b></p> 	<p>Remove cap of metered dose inhaler (MDI) and shake per MDI instructions.</p>	<p>Quite la tapa del inhalador dosificador (MDI) y agítelo según las instrucciones del MDI.</p>	<p>Retirer le capuchon de l'aérosol-doseur et agiter selon le mode d'emploi de l'appareil.</p>
<p><b>4.</b></p> 	<p>Insert the MDI into the MDI receptacle on the back of the holding chamber. Remove the protective cap on the mouthpiece.</p>	<p>Inserte el MDI en el receptáculo de MDI ubicado en la parte trasera de la cámara contenedora. Quite la tapa de protección de la boquilla.</p>	<p>Insérer l'aérosol-doseur dans le socle prévu à cet effet à l'arrière de la chambre de retenue. Enlever le bouchon protecteur qui se trouve sur l'embouchure.</p>
<p><b>5.</b></p> 	<p>Use with Mouthpiece: Exhale. Place mouthpiece into mouth. Before inhaling, depress MDI, and then breathe in slowly and deeply. Hold breath for 10 seconds or for as long as is comfortable.</p>	<p>Uso con boquilla: Exhale. Colóquese la boquilla en la boca. Antes de inhalar, presione el MDI y luego, inspire lenta y profundamente. Mantenga la respiración por 10 segundos o por el lapso que le resulte cómodo.</p>	<p>Utilisation avec une embouchure : Expirez. Placer l'embouchure dans la bouche. Avant d'inspirer, abaisser l'aérosol-doseur, puis inspirer lentement et profondément. Retenir son souffle pendant 10 secondes ou tant que cela ne cause pas d'inconfort.</p>
<p><b>6.</b></p> 	<p>Use with Mask: Apply to face over nose and mouth creating a good seal. Depress MDI and breathe in and out slowly for 10 seconds.</p>	<p>Uso con mascarilla: Colóquela en la cara cubriendo la nariz y la boca en forma ajustada. Presione el MDI e inspire y espire lentamente por 10 segundos.</p>	<p>Utilisation avec un masque : Placer le masque sur le visage, de manière à couvrir le nez et la bouche et de façon bien étanche. Abaisser l'aérosol-doseur, puis inspirer et expirer lentement pendant 10 secondes.</p>

**INSTRUCTIONS FOR CLEANING | INSTRUCCIONES DE LIMPIEZA | DIRECTIVES DE NETTOYAGE**

<p><b>OPTION A</b> Washing by Hand Lavado a mano Lavage à la main</p> 					
<p>Clean as instructed before first use. After first use, clean and disinfect once a week.</p>	<p>Remove the MDI from the receptacle and remove mask if applicable. Remove the mouthpiece from the chamber. Note: MDI Receptacle is not intended to be removed.</p>	<p>A. Soak parts and mask for 15 minutes in luke warm water with liquid detergent. Agitate gently. OR B. Place parts in top shelf of dishwasher.</p>	<p>A. Rinse in clean water. Shake out in sink. OR B. Remove from dishwasher. Shake out excess water.</p>	<p>Check that the valve is in the proper position. If necessary, use the stream of water to correct its position.</p>	<p>Thoroughly air dry in vertical position on a clean, lint-free cloth or on a drying rack. When dry, replace mouthpiece onto the chamber.</p>
<p>Lave el aparato según las instrucciones antes del primer uso. Después del primer uso, límpielo y desinfectelo una vez a la semana.</p>	<p>Extraiga el MDI del receptáculo y, si corresponde, quite la mascarilla. Extraiga la boquilla de la cámara. Nota: El receptáculo del inhalador dosificador no está diseñado para que lo retire.</p>	<p>A. Remoje las piezas y la mascarilla durante 15 minutos en agua templada con detergente líquido. Agite suavemente. O B. Coloque las piezas en la rejilla superior del lavavajillas.</p>	<p>A. Enjuague en agua limpia. Agite para eliminar el exceso de agua en el fregadero. O B. Extraiga del lavavajillas. Agite para eliminar el exceso de agua.</p>	<p>Verifique que la válvula esté en la posición adecuada. Si es necesario, utilice el flujo de agua para corregir su posición.</p>	<p>Deje secar bien al aire en posición vertical sobre un paño limpio y sin pelusa o sobre una rejilla de secado. Después de que se seque, vuelva a colocar la boquilla en la cámara.</p>
<p>Avant la première utilisation, nettoyer en suivant les directives. Ensuite, nettoyer et désinfecter une fois par semaine.</p>	<p>Retirer l'aérosol-doseur du socle et enlever le masque le cas échéant. Retirer l'embouchure de la chambre. Remarque : Le socle pour aérosol-doseur n'est pas conçu pour être enlevé.</p>	<p>A. Faire tremper les pièces et le masque dans de l'eau tiède et du détergent liquide pendant 15 minutes. Agiter doucement. OU B. Mettre les pièces dans le panier supérieur du lave-vaisselle.</p>	<p>A. Rincer avec de l'eau propre. Secouer dans l'évier. OU B. Sortir du lave-vaisselle. Secouer l'excédent d'eau.</p>	<p>Vérifier que la valve est bien placée. Au besoin, utiliser le jet d'eau pour corriger sa position.</p>	<p>Sécher complètement à l'air, en position verticale, sur un linge propre et non pelucheux ou sur un séchoir. Lorsque le tout est sec, replacer l'embouchure sur la chambre.</p>
<p><b>OPTION B</b> Dishwasher Lavavajillas Lavage au lave-vaisselle</p> 					

**DISINFECTION:** To disinfect after cleaning, place all parts in boiling water for 5 minutes. Dry as instructed above.

**DESINFECCIÓN:** Para desinfectar después de la limpieza, coloque todas las piezas en agua hirviendo y remójelas por 5 minutos. Séquelas según las instrucciones anteriores.

**DÉSINFECTION :** Pour désinfecter après le nettoyage, placer toutes les pièces dans l'eau bouillante pendant 5 minutes. Faire sécher selon la méthode décrite ci-dessus.

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# Module 6: Anaphylaxis

## ***Trainer's Overview***

This module explains what anaphylaxis is, what the signs are, and the actions to take if it occurs.

## ***Competency***

Participants will identify the symptoms of anaphylaxis and understand the appropriate action to take if it occurs. Participants will also understand how to correctly administer an epinephrine auto-injector device, specifically an EpiPen®, EpiPen Jr.®, or AuviQ® injection device.

## ***Objectives***

At the end of this module participants will be able to:

- identify the symptoms of anaphylaxis;
- state when they need to call 911 or other first responder in their area;
- identify the permissions needed to administer an epinephrine auto-injector device;
- identify how to appropriately store an epinephrine auto-injector device, specifically an EpiPen® or Auvi-Q®; and
- identify how to correctly administer an epinephrine auto-injector device.

## ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #9b: “Anaphylaxis”
- Epinephrine auto-injector trainer devices
- Flip Chart and Markers
- *Participant Materials*
  - HANDOUT 6.1: Anaphylaxis
  - HANDOUT 6.2: How a Child Might Describe a Reaction
  - HANDOUT 6.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage

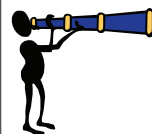


## Anaphylaxis and Treatment

- ❑ Introduce unit. Say the following:

*“In this unit you will learn about anaphylaxis, how to recognize it (including how a child might describe a reaction) and what emergency actions to take. You will also learn how to give an auto-injector for the treatment of anaphylaxis.”*

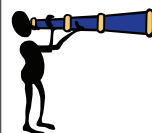
- ❑ Refer participants to **HANDOUT 6.1: Anaphylaxis** in the *Participant Materials*.
- ❑ Show Video #9b: “Anaphylaxis.”
- ❑ Refer participants to **HANDOUT 6.2: How a Child Might Describe a Reaction** in the *Participant Materials* and discuss the ways in which a child may describe experiencing anaphylaxis symptoms.
- ❑ Refer participants to **HANDOUT 6.3: Epinephrine Auto-Injector Use and Storage** in the *Participant Materials*. Remind them that we will demonstrate and practice with the EpiPen®; however, their program may carry another form of epinephrine auto-injector and must follow the package insert instructions to determine administration steps.
- ❑ Pair up participants. If the class has an odd number of participants, one group will have three participants. Pass out an epinephrine auto-injector trainer to each group. Explain that the epinephrine auto-injector trainers do not contain medication or have a needle, so they can be used to practice giving an epinephrine auto-injector.
- ❑ Watch participants follow the steps outlined in **HANDOUT 6.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage** as they give an epinephrine auto-injector injection to their partner (or to themselves, if they prefer) using the epinephrine auto-injector trainer device. Assist those who are having difficulty following the process. Remind participants that when administering



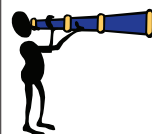
Refer participants to  
**HANDOUT 6.1**



Show Video #9b:  
“Anaphylaxis”



Refer participants to  
**HANDOUT 6.2**



Refer participants to  
**HANDOUT 6.3**



Some children might have an epinephrine auto-injector 2-Pak, which has two auto-injectors in the box. This is so you have another auto-injector available in case emergency care cannot arrive quickly. If a child in your program has an auto-injector 2-Pak, make sure you know if and when you should give the second dose.

If, however, the child’s parent needs to split the two pens between home and the program, the parent must give the program the original package with the prescription label on it.

an epinephrine auto-injector to a child, the child's leg must be held firmly in place.

- Allow participants an opportunity to practice administering an epinephrine auto-injector to the toddler doll using the epinephrine auto-injector trainer device. Be sure participants hold the doll's (child's) leg firmly in place when administering the trainer device.
- Answer any questions or clear up any misunderstandings participants may have about anaphylaxis and using an epinephrine auto-injector.
- Transition to Module 7: Special Situations.










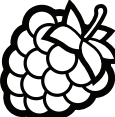


**Whenever using an epinephrine auto-injector, remind participants that after administering the medication, they should call 911.**

**Explain to participants that it is standard protocol to send the used auto-injector with the child on the ambulance.**

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## Anaphylaxis

Anaphylaxis is a severe allergic reaction that affects the whole body. The child will get worse quickly and the symptoms could become life-threatening. Here are some common things (allergens) that can cause a severe allergic reaction in children:

 <p>Nuts, including (but not limited to) peanuts and tree nuts (pecans, walnuts, cashews, etc.)</p>	 <p>Insect or bee venom from bites or stings</p>
 <p>Medications</p>	 <p>Seafood, including fish and shellfish</p>
 <p>Eggs</p>	 <p>Milk</p>
 <p>Wheat</p>	 <p>Berries</p>
 <p>Soy</p>	 <p>Latex</p>



Handout 6.1

Look for the following symptoms of anaphylaxis so you can act fast:



- Itching
- Swelling of the lips and/or tongue
- Tingling of the lips and/or tongue
- Metallic taste in the mouth



- Shortness of breath
- Coughing
- Wheezing
- Difficulty breathing



- Itching
- Redness
- Hives
- Swelling
- Pale, cool and damp skin



- Itching
- Hoarseness
- Tightness/closure
- Difficulty swallowing



- Chest pain
- Weak pulse
- Dizziness
- Passing out
- Rapid heartbeat



- Confusion
- Headache



- Vomiting
- Nausea
- Diarrhea
- Cramps

If a child in your care shows *any* symptoms of anaphylaxis,

***call 911 immediately!***



## How a Child Might Describe a Reaction

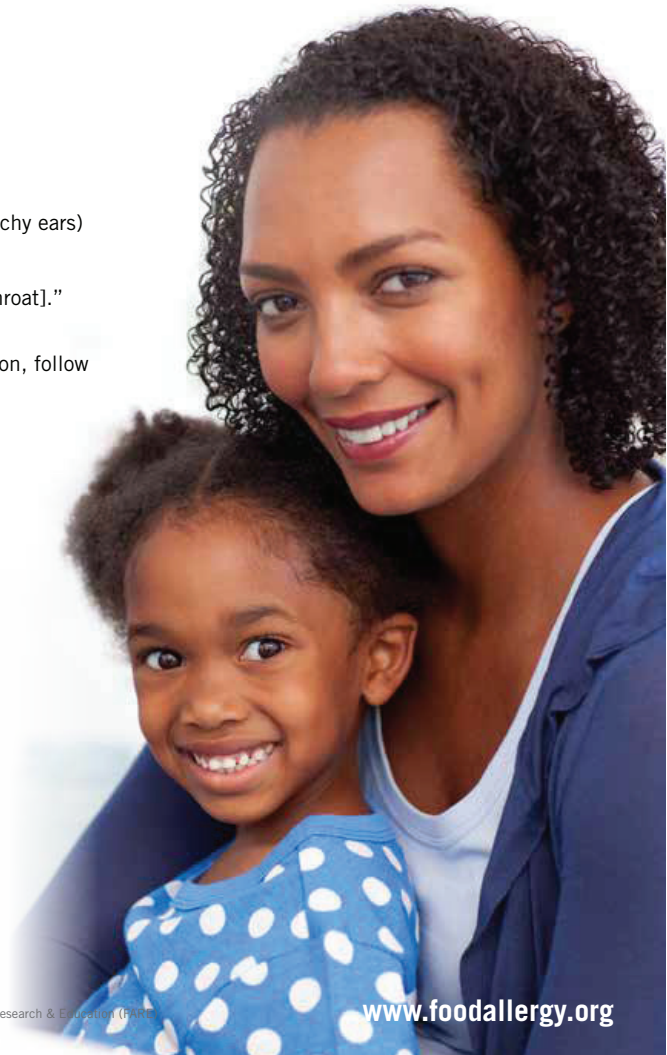
Children have unique ways of describing their experiences and perceptions, and allergic reactions are no exception. Precious time is lost when adults do not immediately recognize that a reaction is occurring or don't understand what a child is telling them.

Some children, especially very young ones, put their hands in their mouths or pull or scratch at their tongues in response to a reaction. Also, children's voices may change (e.g., become hoarse or squeaky), and they may slur their words. The following are examples of the words a child might use to describe a reaction:

- "This food is too spicy."
- "My tongue is hot [or burning]."
- "It feels like something's poking my tongue."
- "My tongue [or mouth] is tingling [or burning]."
- "My tongue [or mouth] itches."
- "It [my tongue] feels like there is hair on it."
- "My mouth feels funny."
- "There's a frog in my throat."
- "There's something stuck in my throat."
- "My tongue feels full [or heavy]."
- "My lips feel tight."
- "It feels like there are bugs in there." (to describe itchy ears)
- "It [my throat] feels thick."
- "It feels like a bump is on the back of my tongue [throat]."

If you suspect that your child is having an allergic reaction, follow your doctor's instructions and treat the reaction quickly.

Learn more about treatment at [www.foodallergy.org/treating-an-allergic-reaction](http://www.foodallergy.org/treating-an-allergic-reaction).



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[www.foodallergy.org](http://www.foodallergy.org)

## Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage

Epinephrine is the medication that, when given as an injection, can help relieve the symptoms of anaphylaxis and can save a child's life. If a child in your care has known allergies to bee stings or certain foods, and has a history of anaphylaxis, the child's health care provider will probably prescribe epinephrine to be kept on hand.

Epinephrine auto-injectors come in two main forms:

- **EpiPen®** (including EpiPen® Jr) is a disposable, prefilled automatic injection device that contains a single dose of epinephrine.
- **Auvi-Q®** is a compact epinephrine auto-injector that talks you through the injection process step by step.

If a child in your care is having symptoms of anaphylaxis and does *not* have an auto-injector prescribed for them, get emergency help by calling 911. You **MAY NOT** use one child's auto-injector for another child under any circumstances.

If your program stocks a non-patient-specific epinephrine auto-injector in accordance with New York State Public Health Law §3000-c, it may be administered by a trained provider following the administration requirements for stock epinephrine auto-injectors.

### ***EpiPen® Use and Storage***

#### ***To correctly ADMINISTER an EpiPen®***

- Remove the auto-injector from the clear carrier tube: Flip open the yellow cap of the EpiPen® or the green cap of the EpiPen Jr® Auto-Injector carrier tube. Tip and slide the auto-injector out of the carrier tube.
- Grasp the auto-injector in your fist with the orange tip pointing downward.  
*Note: The needle comes out of the orange tip. NEVER put your thumb, fingers, or hand over the orange tip.*
- With your other hand, remove the blue safety release by pulling straight up without bending or twisting it.
- Place the orange tip against the middle of the outer thigh at a right angle (perpendicular) to the thigh. While holding the leg firmly in place, swing and firmly push the orange tip against the outer thigh until it "clicks". Hold firmly against the thigh for approximately 3 seconds (count slowly: 1, 2, 3) to deliver the drug. The injection is now complete.
- Remove the auto-injector from the thigh. The orange tip will extend to cover the needle. Massage the injection area for 10 seconds. Get emergency medical help right away. The child may need further medical attention. Symptoms can reoccur, even hours later, so even if the child seems better, (s)he still needs emergency care.

*(continued on next page)*

### Handout 6.3

- Send the used auto-injector with the child to the hospital, and be sure to include the child's health history card.
- The used auto-injector with extended needle cover will not fit in the carrier tube.
- Most of the liquid medicine stays in the auto-injector and cannot be reused. The child has received the correct dose of the medicine if the orange needle tip is extended and the window is blocked.
- Do not attempt to take apart the EpiPen® or EpiPen® Jr Auto-Injector.

It is standard protocol to send the used auto-injector with the child on the ambulance.

#### ***STORING an EpiPen® or EpiPen Jr.®***

- Store EpiPen® or EpiPen Jr.® at room temperature between 68° to 77° F (20° to 25° C).
- Protect from light.
- **Do not** expose to extreme cold or heat. For example, **do not** store in a vehicle's glove box and **do not** store in the refrigerator or freezer.
- Examine the contents in the clear window of the auto-injector periodically. The solution should be clear. If the solution is discolored (pinkish or brown color) or contains solid particles, replace the unit.
- Always keep the EpiPen® or EpiPen Jr.® auto-injector in the carrier tube to protect it from damage; however, the carrier tube is not waterproof.
- The blue safety release helps prevent accidental injection. Keep the blue safety release on until you need to use EpiPen® or EpiPen Jr.®.
- The EpiPen® or EpiPen Jr.® has an expiration date. Replace it before the expiration date.
- **Keep EpiPen®/EpiPen Jr.® and all medication out of the reach of children. Store the auto-injector so it is easily accessible and you can get to it quickly, such as in a first aid kit or your program's emergency or "going outside" bag.**

## **Auvi-Q® Use and Storage**

### **To correctly ADMINISTER an Auvi-Q®**

- Remove Auvi-Q® from the outer case.  
*Once you have removed Auvi-Q® from the outer case, it will begin playing audible instructions to guide you through administering the medication.*
- Pull off the red safety guard.
- Place the black end of Auvi-Q® against the middle of the outer thigh (through clothing, if needed), then press firmly, and hold in place for 2 seconds.  
***Only** inject into the middle of the outer thigh. **Do not** inject into any other part of the body.*
- After using Auvi-Q®, get emergency medical help right away.

It is standard protocol to send the used auto-injector with the child on the ambulance.

### **STORING an AuviQ®**

- Epinephrine is light sensitive and should be stored in the outer case provided to protect it from light. Store at 20° to 25° C (68° to 77° F); excursions permitted to 15° to 30° C (59° to 86° F) [See USP Controlled Room Temperature]. Do not refrigerate. Before using, check to make sure the solution in the auto-injector is clear and colorless. Replace the auto-injector if the solution is discolored, cloudy, or contains particles.

## **Program Reporting Responsibility**

In accordance with NYS OCFS DCCS Policy Statement 20-01, during this serious incident, while the medical needs of the injured/ill child are being met, the program must provide for the safety and supervision of the other children in care. You must immediately notify the injured/ill child's parent and OCFS. If you are unable to speak to the regulator assigned to your program, you must speak to another representative of the Office. Leaving a voicemail is not sufficient notification.

Regional and registration offices provide telephone coverage Monday-Friday 9am-5pm. During these hours, you are required to speak directly to an office representative. If you discovered the incident outside of business hours, you must immediately phone the regional or registration office and leave a voicemail message on the regional/registration office's main line voicemail box.

At the beginning of the next business day, you must call the regional or registration office again and speak directly to an office representative. You must also keep a written record of any incidents that occur in the program by completing form OCFS 4436: *Incident Report for Child Care*.

# Module 7:

## Special Situations

### ***Trainer's Overview***

This module discusses independent medication administration, where a child plays a more active role in the medication administration process. This module includes issues to consider for allowing a child to independently administer medication in a child care setting, as well as children with special health care needs.

### ***Competency***

Participants will understand independent medication administration and how to care for a child who is able to independently take medication.

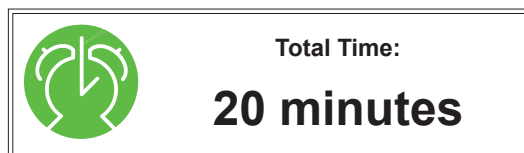
### ***Objectives***

At the end of this module, participants will be able to:

- explain independent medication administration; and
- explain the requirements for a program with a child who will independently administer medication.

### ***Materials and Equipment Needed***

- DVD Player and Television *or* Computer with Projection System
- *Medication Administration Training (MAT) DVD*
  - Video #10a: “Children with Special Health Care Needs”
  - Video #10b: “Independent Medication Administration”
- Flip Chart and Markers
- Index cards for activity
- *Participant Materials*
  - HANDOUT 7.1: Children with Special Health Care Needs
  - HANDOUT 7.2: OCFS-LDSS-7006 *Individual Health Care Plan for a Child with Special Health Care Needs*
  - HANDOUT 7.3: Independent Medication Administration
  - HANDOUT 7.4: Additional Requirements for Administering Emergency Medication
  - EXERCISE 7.1: Completing an *Individual Health Care Plan for a Child with Special Health Care Needs*



- ❑ Introduce the module. Say the following:

***“In this module we will discuss children with special health care needs. We will also discuss independent medication administration.”***

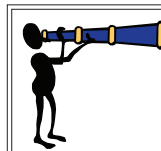
## **Children with Special Health Care Needs**

- Introduce the section about Children with Special Health Care Needs. Say the following:

***“When a health care provider has diagnosed a child in your care with asthma or anaphylaxis, the child will need to have an individualized care plan for addressing those health conditions, including preventing symptoms from occurring, and treating those symptoms immediately and appropriately when they occur. Children with chronic conditions—including, but not limited to, asthma and anaphylaxis—are considered children with special health care needs. In this section, we will explore how you can properly care for children with special health care needs.”***

- ❑ Refer participants to the following in the *Participant Materials*:

- **HANDOUT 7.1: Children with Special Health Care Needs**
- **HANDOUT 7.2: OCFS-LDSS-7006 Individual Health Care Plan for a Child with Special Health Care Needs**



**Refer participants to HANDOUTS 7.1 & 7.2**

- ❑ Introduce the video about Children with Special Health Care Needs. Say the following:

***“Children who require emergency medication are considered to be children with special health care needs. Let’s watch a video about how child care providers address these children’s needs in their programs. Some of what you see in this video will not apply to you or your program, since today’s training only covers the administration of emergency medication, not other types of medication administration, such as information about insulin.”***

- ❑ Show Video #10a:  
“Children with Special Health Care Needs.”

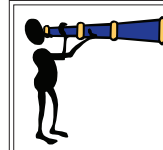
- ❑ Explain the broader use of the *Individual Health Care Plan for a Child with Special Health Care Needs*. Say the following:

***“As the video mentioned, the Individual Health Care Plan for a Child with Special Health Care Needs is used for any child who has a chronic physical, developmental, behavioral, or emotional condition. In addition to asthma and anaphylaxis, conditions like diabetes and autism spectrum disorders would also involve the use of the Individual Health Care Plan for a Child with Special Health Care Needs.”***



**Show Video #10a:  
“Children with Special Health Care Needs”**

- ❑ Answer any questions or clear up any misunderstandings participants may have about children with special health care needs.



Refer participants to  
**EXERCISE 7.1**

- ❑ Refer participants to **EXERCISE 7.1: Completing an Individual Health Care Plan for a Child with Special Health Care Needs.**

- ❑ Direct participants to form groups of two or three. Give each group an index card with a scenario written on it (prepared prior to class). Say the following:

***“We are going to do an exercise that will help you complete an Individual Health Care Plan for a Child with Special Health Care Needs. Each group has received an index card with a scenario. Work with your partner(s) to complete the Individual Health Care Plan based on the scenario written on your index card. Be sure to use the blank Individual Health Care Plan form labeled “EXERCISE 7.1” in the Participant Materials. Choose one person in your group to be the child’s parent and one person to be the child’s health care provider. Be sure to complete ALL sections of the form. If the scenario on your index card does not provide certain information (e.g., date of birth, health care provider name), your group will create that information.***

***Based on the information you learned in the previous modules about emergency medication, develop the training, procedures or competencies the identified caregiver(s) will need to fulfill in order to safely administer the emergency medication to the child.***

***I will give you five (5) minutes to complete the exercise. We will review when you are done.”***



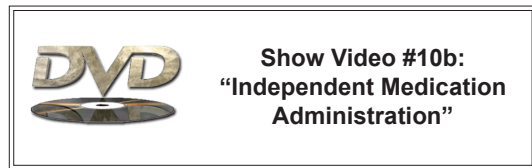
#### Index Card Scenarios

1. Mom arrives at the program with Latoya, who has been prescribed an asthma inhaler with a spacer to be used prior to physical activity. When completing Latoya’s *Individual Health Care Plan*, remember to include what would define physical activity in your program and how long before the physical activity Latoya should use her inhaler.
2. Dad arrives at the program with Tommy, who has been prescribed a nebulizer treatment when he is experiencing shortness of breath with wheezing. When completing Tommy’s *Individual Health Care Plan*, include triggers that cause Tommy to need his nebulizer and ways to avoid these triggers. Dad should be able to help with this.
3. Mom arrives at the program with Danny, who has been prescribed diphenhydramine to be used immediately if Danny has been stung by a bee. If anaphylaxis symptoms develop, an epinephrine auto-injector will be used. Include in Danny’s *Individual Health Care Plan* the signs and symptoms he will exhibit when the epinephrine auto-injector needs to be used.
4. Dad arrives at the program with Susie, who has been prescribed an epinephrine auto-injector for a peanut allergy. Remember to include program policies that will be used to protect Susie from coming in contact with her allergen (peanuts).

- ❑ Direct each group to review their scenario and the information they included in their respective *Individual Health Care Plan for a Child with Special Health Care Needs*. Help identify areas that may need additional clarification or information in order for the caregiver to safely administer the emergency medication.

### **Independent Medication Administration**

- ❑ Refer participants to the following in the *Participant Materials*:
  - **HANDOUT 7.3: Independent Medication Administration**
- ❑ Show Video #10b: “Independent Medication Administration.”
- ❑ Answer any questions participants may have about independent medication administration.



### **Additional Requirements for Administering Emergency Medication**

- ❑ Refer participants to the following in the *Participant Materials*:
  - **HANDOUT 7.4: Additional Requirements for Administering Emergency Medication**



- ❑ Say the following:

*“After completing this training on the administration of emergency medication you will receive a certificate for 2.25 training hours. Keep in mind, though, that this certificate alone does not allow you to administer emergency medication in your program.*

*You must also be at least 18 years old before you can administer emergency medication.*

*In addition, you must be instructed on the use of each child’s emergency medication, and the instruction must be provided by the child’s parent or health care provider, or a health care consultant.*

*As I mentioned earlier in this training, if you are interested in administering medication in your program other than over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent; and/or epinephrine auto-injectors, diphenhydramine in combination with the auto-injector, asthma inhalers and nebulizers, you will need to complete the OCFS-approved Medication Administration Training (MAT) course. You can learn more about the MAT course at [www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu).”*

- ❑ Review the items in the parking lot.
- ❑ Answer any questions participants may have regarding the MAT course or next steps.
- ❑ Refer participants to the MAT Reaction Questionnaire. Say the following:

***“I would like to thank you for attending this Emergency Medication Administration Overview course. Your feedback is essential to making this training a success. Please take a few minutes to complete this questionnaire.”***



**Participants who DO NOT intend to stock epinephrine auto-injectors may leave the training at the end of this module.**

**Participants who DO intend to stock epinephrine auto-injectors MUST remain for Module 8: Stock Epinephrine Auto-Injectors.**

**If ALL participants remain for Module 8, conduct this review of parking lot items, answer any remaining questions, and have participants complete the MAT Reaction Questionnaire AFTER the end of Module 8.**

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## Children with Special Health Care Needs

A **child with special health care needs** is defined by OCFS regulations as a child who has a “chronic physical, developmental, behavioral or emotional condition that is expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally.”

To care for a child with special health care needs, you must work with the child’s parent and health care provider to write an *Individual Health Care Plan for a Child with Special Health Care Needs* (see Handout 7.2). The plan must:

- Describe the special health care needs of the child.
- List the program staff who will provide care to this child. All staff who will administer medication or treatments to the child must be approved medication administrators.
- Describe any additional training or skills the staff identified will need to give the medication or treatment to the child, what the training will be and who will provide this training.
- Have an authorized program representative and the parent sign the child’s *Individual Health Care Plan for a Child with Special Health Care Needs*. Keep the plan on file.

Because administration techniques and the needs of children differ, any training staff receive to care for a child with special health care needs is child-specific and is not transferable from one child to another.





## Independent Medication Administration

The New York State OCFS Child Day Care Regulations allow school-age children to carry and use an asthma inhaler or epinephrine auto-injector under the following circumstances:

*“No child in care will be allowed to independently administer medications, except for those medications administered pursuant to section 41\*.11(h)(6) of this Part, without the assistance and direct supervision of caregivers that are authorized to administer medications pursuant to section 41\*.11 of this Part. Any program that elects to offer the administration of medication to children when children who attend the program independently administer medications or when children assist in the administration of their own medications must comply with all the provisions of section 41\*.11 of this Part.”*  
[41\*.11(f)(3)]

*“When a program is approved to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or an epinephrine auto injector for anaphylaxis, a school-aged child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider, parental consent and completes a special health care plan for the child.”* [41\*.11(h)(6)]

***Whether a program is approved to administer medication or approved to administer emergency medication only***, the program must maintain on file the following for each school-age child who will independently administer his asthma inhaler or epinephrine auto-injector:

- written permission from the child’s health care provider;
- parental consent; and
- a completed *Individual Health Care Plan for a Child with Special Health Care Needs* for the school-age child. The child’s individual health care plan will:
  - ◆ state that staff approved to administer medication must be available when the child is in the program;
  - ◆ explain how the child will carry the medication and make sure it is not accessible to other children in the program;
  - ◆ explain how the child will tell program staff of any doses he administers;
  - ◆ explain how staff will document each dose the child takes independently;
  - ◆ explain how staff will recognize and respond to possible side effects; and
  - ◆ list any additional training or competencies staff approved to give medication may need to care for the child and who will provide this training.

The child’s parental consent, health care provider consent, and completed *Individual Health Care Plan for a Child with Special Health Care Needs* must document permission for a school-age child to carry an inhaler or auto-injector.

**Form OCFS-LDSS-7006: *Individual Health Care Plan for a Child with Special Health Care Needs* is available and may be used.**

## Additional Requirements for Administering Emergency Medication

At the completion of the Emergency Medication Administration Overview training, you will receive a certificate for the following number of credit hours:

- 2.5 credit hours for *Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors* if you completed all eight (8) modules of this training;  
—OR—
- 2.25 credit hours for *Emergency Medication Administration Overview NOT INCLUDING Stock Epinephrine Auto-Injectors* if you completed only the first seven (7) modules of this training.

This certificate alone does **not** allow you to administer emergency medication to children in your program. You **must** also meet **all** of the following requirements before you can administer emergency medication:

- Be at least 18 years old.
- Be instructed on the use of each child's emergency medication; the instruction **must** be provided by the child's parent or health care provider, or a health care consultant.

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# Module 8: Stock Epinephrine Auto-Injectors

## ***Trainer's Overview***

This module addresses the storage and use of *non-patient-specific* stock epinephrine auto-injectors in accordance with New York State Department of Health requirements for those programs who choose to stock epinephrine auto-injectors under the New York State Public Health Law. (Participants who are not interested in keeping non-patient-specific epinephrine auto-injectors in stock at their programs may opt to leave this training after the conclusion of the previous module [Module 7: Independent Emergency Medication Administration]. ***New York City Day Care Centers regulated under Article 47 are required by law to stock non-patient-specific epinephrine auto-injectors, so participants from such programs MUST complete this module.***)

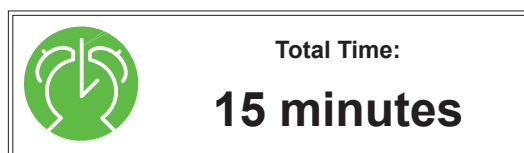
## **Objectives**

At the end of this module participants will be able to:

- describe the New York State laws that allow an individual to possess and use an epinephrine auto-injector in a life-threatening situation;
- identify the signs and symptoms for both a mild allergic reaction and a severe allergic reaction (anaphylaxis);
- describe the methods for safely storing stock epinephrine auto-injectors and appropriately disposing of the auto-injector after use;
- describe the steps for providing for ongoing care of the individual until Emergency Medical Services (EMS) arrives;
- identify appropriate documentation and reporting of an event in which an epinephrine auto-injector is administered.

## ***Materials and Equipment Needed***

- Flip Chart and Markers
- *Participant Materials*
  - HANDOUT 8.1: Stock Epinephrine Auto-Injectors: What Your Program Needs to Know
  - HANDOUT 8.2: OCFS Health Care Plan (DCC) Appendix J: Administration of Non-Patient-Specific Epinephrine Auto-Injector



## Stock Epinephrine Auto-Injectors

- Introduce the module. Say the following:

*“In this training’s earlier modules, we looked at administering medication prescribed for a specific child with a known health concern—an allergy that can trigger a severe allergic reaction (anaphylaxis) or asthma. But sometimes a child may be unknowingly allergic to a substance, either because the child hasn’t come into contact with that substance yet or has previously been exposed to with no reaction, so the allergy will be undiagnosed and the child and family will be unaware that the allergy exists. In these situations, it’s possible that the child’s exposure to an allergen could result in anaphylaxis. Since anaphylaxis is a sudden, life-threatening allergic reaction, being able to respond immediately is vital.*

*In this module we will discuss the storage and use of non-patient-specific stock epinephrine auto-injectors in accordance with New York State Department of Health requirements for those programs who choose to stock epinephrine auto-injectors under the New York State Public Health Law.”*

- Refer participants to **HANDOUT 8.1: Stock Epinephrine Auto-Injectors: What Your Program Needs to Know**. Say the following:



*“Child day care programs are one of the ‘public venues’ identified in New York State Public Health Law (effective March 28, 2017) that are allowed to purchase and keep on hand non-patient-specific epinephrine auto-injectors for emergency use when someone in the program experiences anaphylaxis.*

*Programs have the option of choosing to stock non-patient-specific epinephrine auto-injectors, but are not required to do so (with the exception of NYC child care programs regulated under Article 47). As we discussed in our module on anaphylaxis, an epinephrine auto-injector is a prescription-only medication and typically has a shelf life of about one year, so many programs simply do not have the financial resources to keep non-patient-specific epinephrine auto-injectors in stock. If your program decides to stock and use non-patient-specific epinephrine auto-injectors, it’s important to know how to do this safely.*

*The New York State Department of Health requires entities that opt to keep non-patient-specific epinephrine auto-injectors on hand to complete training that includes:*

- *signs and symptoms of severe allergic reactions, including anaphylaxis;*
- *recommended dosage for adults and children;*

- *standards and procedures for storing and administering an epinephrine auto-injector; and*
- *emergency follow-up procedures.*

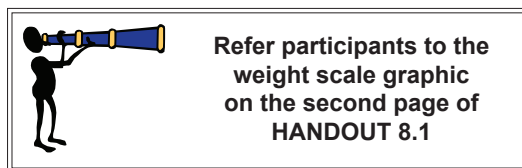
*This Emergency Medication Administration Overview course has so far included three of these requirements. The fourth requirement applies in a non-patient-specific situation: recommended dosage for adults and children. Let's look at this aspect.*

*Child-specific medication is prescribed by the child's authorized health care provider, who determines the appropriate strength. For a non-patient-specific epinephrine auto-injector, you need to determine the correct dosage.*

- Refer participants to the weight scale graphic at the top of the second page of the handout. Say the following:

*Epinephrine auto-injectors come in three strengths:*

- *0.3mg for individuals weighing 66 pounds or more*
- *0.15mg for individuals weighing between 33 pounds and 66 pounds*
- *0.1mg for individuals weighing between 16.5 pounds and 33 pounds*



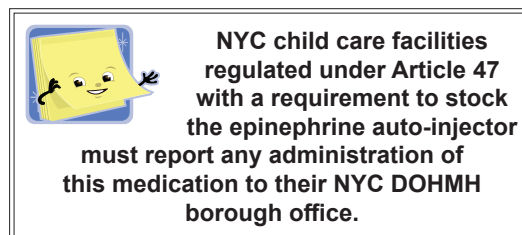
*For children weighing less than 16.5 pounds or when the program does not stock the appropriate dose, CALL 911 IMMEDIATELY.*

- Say the following:

*“Symptoms of an allergic reaction can range from mild (itchy, watery eyes or a runny nose) to severe (respiratory distress). Your program’s stock epinephrine auto-injector should be used if you suspect an individual has been exposed to an allergen and is experiencing severe respiratory distress.”*

- Review the following:

- Areas of care after administering the epinephrine auto-injector (as listed in Handout 8.1)
- Information to be reported to EMS (as listed in Handout 8.1) and a reminder that the used epinephrine auto-injector should be given to EMS
- Documentation that must be completed pursuant to the program’s OCFS-approved Health Care Plan, including the *Log of Medication Administration* and *Incident Report* (or approved alternatives)



- ❑ Refer participants to **HANDOUT 8.2: OCFS-LDSS-7020: Health Care Plan (DCC) Appendix J: Administration of Non-Patient-Specific Epinephrine Auto-Injector.**



Say the following:

*“You will use Appendix J of the Health Care Plan to document your program’s storage and administration of any stock (non-patient-specific) epinephrine auto-injectors.”*

- ❑ Say the following:

*“Here are some additional issues you will need to consider:*

- *Since young children grow at different rates, how will you determine how much children weigh so you can select the right strength of epinephrine auto-injector to give? The nature of anaphylaxis doesn’t allow time to make this determination during an emergency.*
- *Where will your program store the non-patient-specific epinephrine auto-injector? Remember, it needs to be accessible to adults who may need to administer it, but out of children’s reach. Remember, the NYS OCFS Child Day Care Regulations [41\*.11(g)(3)] require programs to store stock medication separately from child-specific medication.*
- *How will your program dispose of an expired epinephrine auto-injector?*
- *You also need to include your intention to stock non-patient-specific epinephrine auto-injectors in your program’s health care plan.”*

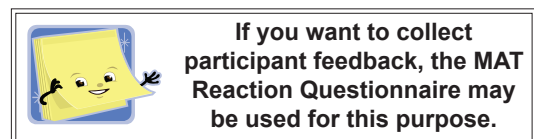
- ❑ Say the following:

*“Whether or not your program opts to keep non-patient-specific epinephrine auto-injectors on hand, you still need to call 911 any time you suspect a severe allergic reaction like anaphylaxis. This is as true for non-patient-specific epinephrine auto-injectors as it is for child-specific epinephrine auto-injectors.”*

## Conclusion

- ❑ Review the items in the parking lot.
- ❑ Answer any questions participants may have regarding the MAT course or next steps.
- ❑ Refer participants to the MAT Reaction Questionnaire. Say the following:

*“I would like to thank you for attending this Emergency Medication Administration Overview course. Your feedback is essential to making this training a success. Please take a few minutes to complete this questionnaire.”*



## Stock Epinephrine Auto-Injectors: What Your Program Needs to Know

When a child has a known allergy that may result in anaphylaxis, caregivers have the advantage of being aware of the situation so they can help avoid allergic triggers and respond appropriately to severe reactions like anaphylaxis. But sometimes a child may be unknowingly allergic to a substance (s)he either hasn't come into contact with yet or has previously been exposed to with no reaction, so the allergy will be undiagnosed and the child and family will be unaware that the allergy exists. In these situations, it's possible that the child's exposure to an allergen in your program could result in anaphylaxis. Since anaphylaxis is a sudden, life-threatening allergic reaction, being able to respond immediately is vital.

New York State Public Health Law §3000-c (effective March 28, 2017) allows certain entities, including child day care programs, to purchase and keep on hand *non-patient-specific* epinephrine auto-injectors for emergency use when someone in the program experiences anaphylaxis. Child care programs are *not required* to have this medication—with the exception of New York City Day Care Centers regulated under Article 47 of the New York City Health Code, which are legally required to stock non-patient-specific epinephrine auto-injectors—but many programs may wish to do so. If your program keeps non-patient-specific epinephrine auto-injectors on hand, it's important to know how to store and use them safely.

The New York State Department of Health requires entities that opt to keep non-patient-specific epinephrine auto-injectors on hand to complete training that includes:

- signs and symptoms of severe allergic reactions, including anaphylaxis;
- recommended dosage for adults and children;
- standards and procedures for storing and administering an epinephrine auto-injector; and
- emergency follow-up procedures.

This *Emergency Medication Administration Overview* course has so far included three of these requirements. The fourth requirement applies in a non-patient-specific situation: recommended dosage for adults and children. Child-specific medication is prescribed by the child's authorized health care provider, who determines the appropriate strength. For a non-patient-specific epinephrine auto-injector, you need to determine the correct dosage.



***How do you determine the correct  
epinephrine auto-injector dosage?***

## Handout 8.1

Epinephrine auto-injectors come in three strengths:

- 0.3mg for individuals weighing *66 pounds or more*
- 0.15mg for individuals weighing *between 33 pounds and 66 pounds*
- 0.1mg for individuals weighing *between 16.5 and 33 pounds*

For children weighing *less than 16.5 pounds* or for whom the program does not stock the appropriate dose, **CALL 911 IMMEDIATELY.**

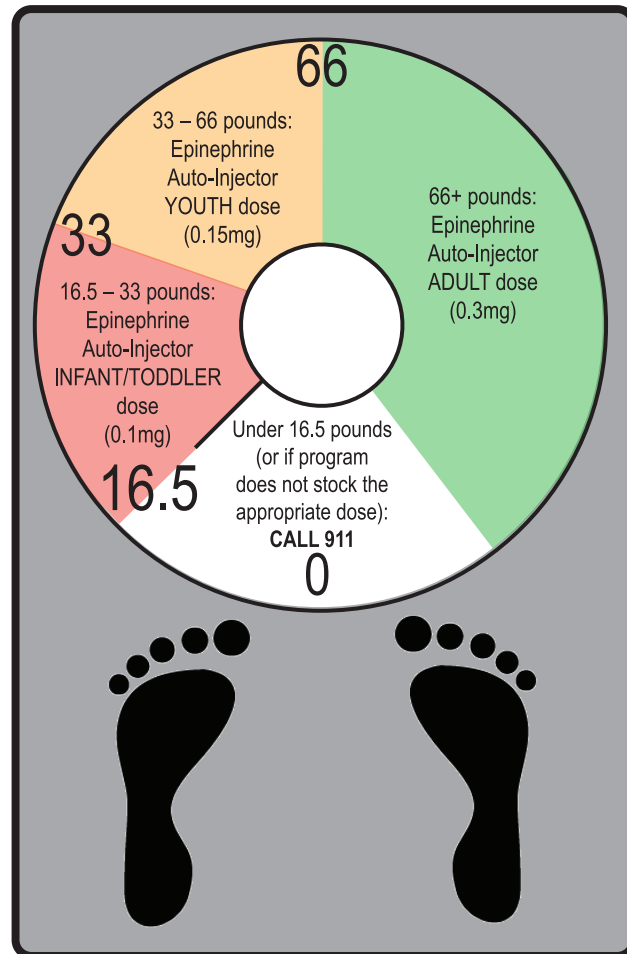
Since young children grow at different rates, caregivers in child care programs need to consider how they will determine which strength of epinephrine auto-injector to give. The nature of anaphylaxis allows little time to make this determination in an emergency.

Symptoms of an allergic reaction can range from mild symptoms (like watery eyes and runny nose) to a severe breathing problem. *Handout 6.1: Anaphylaxis* discussed the symptoms of anaphylaxis for individuals who have been diagnosed with anaphylaxis and have been prescribed an epinephrine auto-injector. If someone in your program is having a hard time breathing (severe respiratory distress) and you suspect the individual has been exposed to an allergen (see *Handout 6.1*), you will need to administer the appropriate dose of the non-patient-specific epinephrine auto-injector.

After administering the epinephrine auto-injector, immediately call 911. (If other staff are available, direct a staff member to call 911 while you administer the epinephrine auto-injector.) Continue to calm and reassure the individual. Have the person remain seated or lying down. If there are signs of a weak, rapid pulse, and/or cool clammy skin, slightly elevate the individual's feet.

Report this information to EMS:

- Substance (allergen) the individual was exposed to
- How long ago the exposure occurred
- The signs and symptoms the individual experienced before the epinephrine auto-injector was administered
- The time and dose of the epinephrine auto-injector administered (it is best practice to give EMS the used auto-injector)



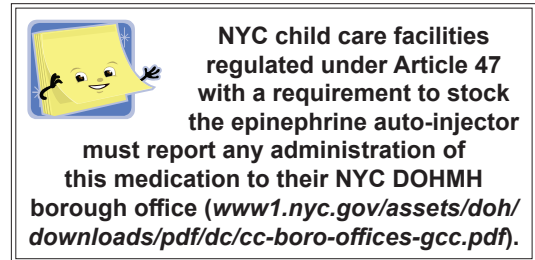
## Handout 8.1

- Any changes or effects in the individual after the epinephrine auto-injector was administered
- Any demographic information about the individual, such as name, age, medical history

In accordance with your program's OCFS-approved Health Care Plan, document the administration of the epinephrine auto-injector on the *OCFS-LDSS-7004 Log of Medication Administration* form or approved equivalent.

### **Stock Epinephrine Auto-Injector Storage and Disposal**

Consider where your program will store the non-patient-specific epinephrine auto-injector. Remember, it needs to be accessible to adults who may need to administer it, but out of children's reach. OCFS regulations require stock medication to be stored separately from child-specific medication. You also need to include this information in your program's health care plan.



If the used epinephrine auto-injector does not accompany the individual to the hospital or if an epinephrine auto-injector is expired, it must be properly disposed following the New York State Department of Health (NYS DOH) regulations (10 NYCRR Part 80.137). For a list of authorized disposal facilities, visit the New York State Safe Sharps Collection Program website at [www.health.ny.gov/diseases/aids/consumers/prevention/needles\\_syringes/sharps/](http://www.health.ny.gov/diseases/aids/consumers/prevention/needles_syringes/sharps/).

Whether or not your program opts to keep non-patient-specific epinephrine auto-injectors on hand, you still need to **call 911 any time you suspect a severe allergic reaction like anaphylaxis.**

### **Program Reporting Responsibility**

In accordance with NYS OCFS DCCS Policy Statement 20-01, during this serious incident, while the medical needs of the injured/ill child are being met, the program must provide for the safety and supervision of the other children in care. You must immediately notify the injured/ill child's parent and OCFS. If you are unable to speak to the regulator assigned to your program, you must speak to another representative of the Office. Leaving a voicemail is not sufficient notification.

Regional and registration offices provide telephone coverage Monday-Friday 9am-5pm. During these hours, you are required to speak directly to an office representative. If you discovered the incident outside of business hours, you must immediately phone the regional or registration office and leave a voicemail message on the regional/registration office's main line voicemail box.

(continued on the next page) ►

At the beginning of the next business day, you must call the regional or registration office again and speak directly to an office representative. You must also keep a written record of any incidents that occur in the program by completing form OCFS 4436: *Incident Report for Child Care*.

# OCFS-LDSS-7020: Health Care Plan (DCC)

## Appendix J: Administration of Non-Patient-Specific Epinephrine Auto-Injector Device

OCFS-LDSS-7020 (Rev. 07/2020)

**Appendix J:**

**Administration of Non-Patient-Specific Epinephrine Auto-injector device**

The program will purchase, acquire, possess and use non-patient-specific epinephrine auto-injector devices for emergency treatment of a person appearing to experience anaphylactic symptoms.

**The program agrees to the following:**

- The program will designate one or more employee(s) or caregiver(s) who have completed the required training to be responsible for the storage, maintenance, control and general oversight of the non-patient-specific epinephrine auto-injector devices acquired by the program. The designated employee(s) or caregiver(s) may not use a non-patient-specific epinephrine auto-injector device on behalf of the program until he or she has successfully completed a training course in the use of epinephrine auto-injector devices conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity, or individual approved by DOH, or is directed in a specific instance to use an epinephrine auto-injector device by a health care practitioner who is authorized to administer drugs and who is acting within the scope of his or her practice. The required training must include: (i) how to recognize signs and symptoms of severe allergic reactions, including anaphylaxis; (ii) recommended dosage for adults and children; (iii) standards and procedures for the storage and administration of epinephrine auto-injector devices; and (iv) emergency follow-up procedures.
- Verification that each designated employee or caregiver has successfully completed the required training will be kept on-site and available to OCFS or its representatives.
- By way of this form's completion and submission to OCFS, the program is requesting a waiver of the following regulation in order to stock non-patient-specific epinephrine auto-injector devices pursuant to New York Public Health Law Section 3000-c.
  - School-Age Child Care: 414.11(g)(7)
  - Group Family Day Care: 416.11(g)(7)
  - Family Day Care: 417.11(g)(7)
  - Day Care Center: 418-1.11(g)(7)
  - Small Day Care Center: 418-2.11(g)(7)
- The program will obtain a non-patient-specific prescription for an epinephrine auto-injector device from a health care practitioner or pharmacist who is authorized to prescribe an epinephrine auto-injector device.
- The program will obtain the following epinephrine auto-injector devices (check all that apply):
  - Adult dose (0.3 mg) for persons 66 lbs. or more.
  - Pediatric dose (0.15 mg) for persons who are 33-66 lbs.
  - Infant/Toddler dose (0.1 mg) for persons who are 16.5-33 lbs.
- For children weighing less than 16.5 lbs., the program will **NOT** administer epinephrine auto-injector and will call 911.
- The program will check the expiration dates of the epinephrine auto-injector devices and dispose of units before each expires. How often will the program check the expiration date of these units?
  - Every three months
  - Every six months
  - Other:

Appendix J

OCFS-LDSS-7020 (Rev. 07/2020)

- The program will dispose of expired epinephrine auto-injector devices at:
  - A licensed pharmacy, health care facility or a health care practitioner's office.
  - Other
- The program understands that it must store the epinephrine auto-injector device in accordance with all of the following:
  - In its protective plastic carrying tube in which it was supplied (original container)
  - In a place that is easily accessed in an emergency
  - In a place inaccessible to children
  - At room temperature between 68 and 77 degrees
  - Out of direct sunlight
  - In a clean area
  - Store separately from child-specific medication
- Stock medication labels must have the following information on the label or in the package insert:
  - Name of the medication
  - Reasons for use
  - Directions for use, including route of administration
  - Dosage instructions
  - Possible side effects and/or adverse reactions, warnings or conditions under which it is inadvisable to administer the medication, and expiration date
- The program will call 911 immediately and request an ambulance after the designated employee or caregiver administers the epinephrine auto-injector device.
- A *Log of Medication Administration, OCFS-LDSS-7004* will be completed after the administration of the epinephrine auto-injector device to any day care child.
- If an epinephrine auto-injector device is administered to a child experiencing anaphylaxis, the program will report the incident immediately to the parent of the child and OCFS (Regional or Borough office). The following information should be reported:
  - Name of the epinephrine auto-injector device
  - Location of the incident
  - Date and time epinephrine auto-injector device was administered
  - Name, age and gender of the child (to OCFS only)
  - Number and dose of the epinephrine auto-injector administered
  - Name of ambulance service transporting child
  - Name of the hospital to which child was transported

Program Name: \_\_\_\_\_

Facility ID Number: \_\_\_\_\_

Director or Provider Name (Print): \_\_\_\_\_

Director or Provider Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Once completed, keep this form on-site as part of the health care plan, share with any health care consultant associated with the program and send a signed copy to your Regional Office/Borough Office licensor or registrar.

Appendix J