Medication Administration Training

Participant Materials
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>1</td>
</tr>
<tr>
<td>Handout 1.1: Medication Administration Training (MAT) Resource Materials</td>
<td>3</td>
</tr>
<tr>
<td>Handout 1.2: Medication Administration Training (MAT) Overview</td>
<td>5</td>
</tr>
<tr>
<td>Handout 1.3: Glossary</td>
<td>7</td>
</tr>
<tr>
<td>Handout 2.1: What Are the <strong>Five Rights</strong>?</td>
<td>15</td>
</tr>
<tr>
<td>Handout 2.2: Matching the <strong>Five Rights</strong></td>
<td>17</td>
</tr>
<tr>
<td>Handout 2.3: OCFS-LDSS-7002: Medication Consent Form</td>
<td>19</td>
</tr>
<tr>
<td>Exercise 2.1: Finding the <strong>Five Rights</strong></td>
<td>21</td>
</tr>
<tr>
<td>Answer Key 2.1: Finding the <strong>Five Rights</strong></td>
<td>29</td>
</tr>
<tr>
<td>Handout 3.1: Medication Effects</td>
<td>37</td>
</tr>
<tr>
<td>Handout 3.2: Medication Routes</td>
<td>39</td>
</tr>
<tr>
<td>Handout 3.3: Overview of the Medication Routes Covered in the MAT Course</td>
<td>41</td>
</tr>
<tr>
<td>Handout 3.4: Types of Medication</td>
<td>43</td>
</tr>
<tr>
<td>Exercise 3.1: Handling Effects from Medication</td>
<td>45</td>
</tr>
<tr>
<td>Exercise 3.2: Identifying Types of Medication</td>
<td>47</td>
</tr>
<tr>
<td>Answer Key 3.1: Handling Effects from Medication</td>
<td>49</td>
</tr>
<tr>
<td>Answer Key 3.2: Identifying Types of Medication</td>
<td>53</td>
</tr>
<tr>
<td>Handout 4.1: What Permissions and Instructions Do I Need to Give Medication?</td>
<td>55</td>
</tr>
<tr>
<td>Handout 4.2: OCFS-LDSS-7002: Medication Consent Form</td>
<td>57</td>
</tr>
<tr>
<td>Handout 4.3: Common Medical Abbreviations</td>
<td>59</td>
</tr>
<tr>
<td>Handout 4.4: OCFS-LDSS-7004: Log of Medication Administration</td>
<td>61</td>
</tr>
<tr>
<td>Handout 4.5: Good Documentation</td>
<td>63</td>
</tr>
<tr>
<td>Handout 4.6: OCFS-LDSS-7003: Verbal Medication Consent Form and Log of Administration</td>
<td>65</td>
</tr>
<tr>
<td>Handout 4.7: Medication Storage</td>
<td>67</td>
</tr>
<tr>
<td>Handout 4.8: Accepting Medication</td>
<td>71</td>
</tr>
<tr>
<td>Handout 4.9: Administration Tools and Medication Label Requirements</td>
<td>73</td>
</tr>
<tr>
<td>Handout 4.10: Medication Label Does Not Match Consent Form</td>
<td>75</td>
</tr>
<tr>
<td>Handout 4.11: Planning Your Day</td>
<td>77</td>
</tr>
<tr>
<td>Exercise 4.1: Accepting Medication</td>
<td>79</td>
</tr>
<tr>
<td>Answer Key 4.1: Accepting Medication</td>
<td>83</td>
</tr>
<tr>
<td>Handout 5.1: Giving Medication to Children</td>
<td>87</td>
</tr>
<tr>
<td>Handout 5.2: Special Situations</td>
<td>89</td>
</tr>
<tr>
<td>Handout 5.3: Giving Medication Safely</td>
<td>91</td>
</tr>
<tr>
<td>Handout</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Handout 6.1: Hand Washing</td>
</tr>
<tr>
<td>2</td>
<td>Handout 6.2: Using Gloves</td>
</tr>
<tr>
<td>3</td>
<td>Handout 6.3: Cleaning, Sanitizing and Disinfecting</td>
</tr>
<tr>
<td>4</td>
<td>Handout 7.1: Applying Medication Topically</td>
</tr>
<tr>
<td>5</td>
<td>Handout 7.2: Applying Medicated Patches</td>
</tr>
<tr>
<td>6</td>
<td>Handout 7.3: Giving Medication by Mouth</td>
</tr>
<tr>
<td>7</td>
<td>Handout 7.4: Measuring Liquid Medication</td>
</tr>
<tr>
<td>8</td>
<td>Handout 7.5: Giving Medication Inhaled by Mouth</td>
</tr>
<tr>
<td>9</td>
<td>Handout 7.6: Giving Medication Inhaled Through the Nose</td>
</tr>
<tr>
<td>10</td>
<td>Handout 7.7: Giving Medication in the Eye</td>
</tr>
<tr>
<td>11</td>
<td>Handout 7.8: Giving Medication in the Ear</td>
</tr>
<tr>
<td>12</td>
<td>Skills Practice 7.1: Giving Liquid by Mouth</td>
</tr>
<tr>
<td>13</td>
<td>Skills Practice 7.2: Oral Liquid Consent Form</td>
</tr>
<tr>
<td>14</td>
<td>Skills Practice 7.3: Skills Practice Log</td>
</tr>
<tr>
<td>15</td>
<td>Skills Practice 7.4: Pharmacy Print-Out: Amoxicillin</td>
</tr>
<tr>
<td>16</td>
<td>Skills Practice 7.5: Evaluation Chart for Skills Demonstration</td>
</tr>
<tr>
<td>17</td>
<td>Skills Practice 7.6: Tools—Matching the <strong>Five Rights</strong></td>
</tr>
<tr>
<td>18</td>
<td>Skills Practice 7.6: Tools—Giving Medication Safely</td>
</tr>
<tr>
<td>19</td>
<td>Skills Practice 7.6: Tools—Measuring Liquid Medication</td>
</tr>
<tr>
<td>20</td>
<td>Module 8.1: Asthma Facts</td>
</tr>
<tr>
<td>21</td>
<td>Module 8.2: Asthma Treatment</td>
</tr>
<tr>
<td>22</td>
<td>Module 8.3: Example of a Care Plan for a Child with Asthma</td>
</tr>
<tr>
<td>23</td>
<td>Module 8.4: New York State Department of Health Asthma Action Plan</td>
</tr>
<tr>
<td>24</td>
<td>Handout 9.1: Preventing Unintentional Medication Poisoning</td>
</tr>
<tr>
<td>25</td>
<td>Handout 9.2: Anaphylaxis</td>
</tr>
<tr>
<td>26</td>
<td>Handout 9.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage</td>
</tr>
<tr>
<td>27</td>
<td>Handout 9.4: How a Child Might Describe a Reaction</td>
</tr>
<tr>
<td>28</td>
<td>Handout 10.1: Children with Special Health Care Needs</td>
</tr>
<tr>
<td>30</td>
<td>Handout 10.3: Independent Medication Administration</td>
</tr>
<tr>
<td>31</td>
<td>Handout 10.4: Giving Medication when Away from the Program</td>
</tr>
<tr>
<td>32</td>
<td>Handout 10.5: First Aid Kit</td>
</tr>
<tr>
<td>33</td>
<td>Handout 10.6: Medication Errors</td>
</tr>
<tr>
<td>34</td>
<td>Handout 10.7: OCFS-LDSS-7005: <em>Medication Error Report Form</em></td>
</tr>
<tr>
<td>35</td>
<td>Handout 11.1: Next Steps</td>
</tr>
<tr>
<td>36</td>
<td>MAT Reaction Questionnaire</td>
</tr>
</tbody>
</table>
Agenda

MODULE 1: An Introduction to Medication Administration Training  
Introduction  
Using the Class Materials  
30 minutes

MODULE 2: The Five Rights of Safe Medication Administration  
The Five Rights of Safe Medication Administration  
45 minutes

MODULE 3: Medication Overview  
Medication Effects  
Medication Routes  
Medication Categories  
50 minutes

MODULE 4: Handling of Medication  
Permissions, Instructions and Documentation  
Handling, Storage and Disposal  
55 minutes

MODULE 5: Safe Medication Administration  
Giving Medication to Children, Including Ill and Uncooperative Children  
Giving Medication Safely  
20 minutes

MODULE 6: Safety Precautions Related to Medication Administration  
Safety Precautions for Medication Administration  
Hand Washing  
20 minutes

MODULE 7: Preparation and Administration Techniques  
Giving Oral, Topical, Medicated Patches, Inhaled, Eye and Ear Medication  
2.5 hours

MODULE 8: Asthma  
What Is Asthma?  
10 minutes

MODULE 9: Emergency Care  
Unintentional Medication Poisoning  
Anaphylaxis and Treatment  
20 minutes

MODULE 10: Special Situations  
Children with Special Health Care Needs  
Independent Medication Administration  
Giving Medication when Away from the Program  
Medication Errors  
20 minutes

MODULE 11: Conclusion  
10 minutes
Medication Administration Training (MAT) Resource Materials

The Medication Administration Training (MAT) course is approved by the Office of Children and Family Services (OCFS) and is designed to teach you best practice techniques for giving medication and to help you understand OCFS regulations about giving medication.

**Regulations**

Regulations create the basic structure for the way child day care programs operate. They establish minimum standards for the quality of each program. As a child day care provider, you are responsible for knowing what is required by law and regulation. This course covers OCFS regulations about giving medication in your program.

Your MAT Trainer has a copy of the regulations available throughout this training. You should always have the most current version of the OCFS regulations at your program. Periodically check the OCFS website (www.ocfs.ny.gov) for any changes.

**Handouts**

There is a lot of information covered in the MAT course, both on video and in your handouts. You do not need to memorize the information in the training. The information provided on the video is also in your handouts. These handouts are yours to keep and you can use them throughout the training and in your program.

Handouts are sometimes updated with new information. The most current version of all of the MAT handouts is available at www.ecetp.pdp.albany.edu. The handouts have a date printed on the bottom of the page. The website will also have the date the handout was last updated. You should check the website on a regular basis for updates.

**OCFS Forms**

Your MAT handouts include forms approved by OCFS. The MAT course uses the most current version of the forms approved by OCFS. You should periodically check the OCFS website (www.ocfs.ny.gov) for the most current version or if you want an electronic version of the form(s).

**Health Care Plans**

Your MAT Trainer has copies of each modality’s health care plan template approved by OCFS. Your program must have a health care plan approved by OCFS. You should know what is written in your program’s health care plan and follow the policies and procedures it contains.
This page is intentionally blank.
Handout 1.2

Medication Administration Training (MAT) Overview

**Giving Medication in a Child Care Program**
The following are *not* considered medication and may be given with the written permission of the parent:

- Sunscreen
- Topically applied insect repellent
- Over-the-counter topical ointments (This includes ointments, creams, gels and lotions.)

However, if the package directions indicate to consult a doctor, you need written instruction from the child’s health care provider before you can give it.

If the child needs medication other than what is listed above, you need to be approved to give medication. Part of the approval process is getting a Medication Administration Training (MAT) certificate.

**About the MAT Course**

- The MAT course trains child day care providers to safely give medication to children in a child care setting. It’s approved by the New York State Office of Children and Family Services (OCFS).
- In this course, you’ll learn seven ways to give medication:
  - On the skin (topically)
  - By mouth (orally; includes topically applied in the mouth)
  - Inhaled (the child breathes it in through his nose or mouth)
  - By using medicated patches
  - By putting it in the ear
  - By putting it in the eye
  - By using an auto-injector, like an EpiPen®, to give a shot of epinephrine
- You must pass a written test and the skills demonstrations to get a MAT certificate at the end of the course.

**To pass the course you must be able to:**

- Read and understand the information that comes with the medication in the language in which it is written. This includes medication labels, inserts and print-outs from the pharmacy.
- Read and understand the instructions from the parent and health care provider.
- Read and understand the parental permission forms.
- Write down that you have given the medication.
- Read, understand and be able to follow step-by-step instructions for the safe administration of medication.
**Testing**
You will be tested on the information included in the MAT handouts and video only. You can use all of the MAT handouts when you take the test.

**Written Test**
- The test is 60 multiple-choice questions.
- You must get an 80% or above to pass the test.
- If you don’t pass the written test on your first try, you can take another test with different questions. If you don’t pass the test on your second try, you will need to complete the full MAT course again.

**Skills Demonstrations**
You must show a trainer that you can:

1. Safely give medication by one of the routes listed here:
   - Orally (by mouth)
   - Topically (on the skin)
   - Inhaled into the mouth or nose
   - In the eye
   - In the ear
   - By applying a medicated patch

   You will be tested on only one route, but you must be prepared to give medication by any route listed above, since you will not know until the testing time which route you’ll be tested on. There is an example of this on the video to help you get ready.

   This testing includes matching the *Five Rights* of safe medication administration. You can read about the *Five Rights* on Handout 2.1.

2. Correctly measure liquid medication using:
   - a medicine cup;
   - a dosing spoon; or
   - an oral medication syringe.

3. Correctly administer epinephrine using an auto-injector.

A certified MAT trainer will watch you complete each of these skills. If you don’t pass on your first try, you can try again. You may be tested on the same route again or on a different route.

If you don’t pass on your second try, you must take the course again.

**Individuals Who Are NOT Required to Attend MAT Training**
A person who can produce a valid New York State license as a physician, physician assistant, registered nurse, nurse practitioner, licensed practical nurse or advanced emergency medical technician will not be required to attend MAT training in order to administer medication in a day care program.

Documentation establishing the person’s credentials in one of the above fields will be required and a copy of the documentation must be included with the Health Care Plan.
Use this glossary of selected words and phrases to help you to understand how they are used in the MAT course.

**abbreviation**
Short form or symbol used in place of complete word.

**acronym**
A word formed from the first letter(s) of each part of a compound term. (For example, MAT = Medication Administration Training.)

**active ingredient**
The main component of the medication that produces the medication’s desired effect.

**acute illness**
Sickness that begins quickly and lasts only a short time. Some examples are ear infections and common colds.

**administration**
The act of giving.

**adverse effect**
Unexpected reaction of a medication that can be potentially harmful.

**allergic reaction**
A potentially harmful immune response to a foreign substance, including medication. Allergic reactions occur when the immune system overreacts to a substance called an allergen. These reactions do not always occur the first time the child comes in contact with the allergen and may get worse with each exposure.

**anaphylaxis**
A severe and potentially life-threatening sudden allergic reaction typically characterized by hives, swelling, shortness of breath and requiring immediate treatment. See Handout 9.2.

**Americans with Disabilities Act of 1990 (ADA)**
A law prohibiting discrimination on the basis of disability. See www.ada.gov.

**asthma**
A chronic condition characterized by severe difficulty breathing caused by a spasm of the bronchial tubes or by swelling of mucous membranes caused by a response to a trigger and/or an allergen. See Handout 8.1.

**as needed medication**
Medication given to treat specific symptoms at non-specific times, often to relieve or control symptoms that may recur from a known condition. See “PRN” in this glossary.

**auto-injector**
Device for delivering an injection by an automatic system. See “epinephrine” in this glossary.
brand name  A name given to the medicine by the pharmaceutical company that created it. The name is followed by the symbol ®, which indicates that the name is a registered trademark.

children with special health care needs  Children who have chronic physical, developmental, behavioral or emotional conditions expected to last 12 months or more and who require health and related services of a type or amount beyond that required by children generally. See Handout 10.1 and NYS Day Care Regulation 413.2(d)(1).

chronic illness  Sickness or disease that is of long duration. It cannot be cured and will not go away. Some examples are asthma and diabetes.

controlled substance  Any substance the federal government has classified as having a high risk for misuse. Rules for prescribing and storing these substances are made by the federal government. A list of controlled substances can be obtained from the Drug Enforcement Administration. Some examples are Ritalin® and codeine.

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

contaminated  Any substance or material that was exposed to body fluids, blood or airborne infectious materials. See Handout 6.2.

CPR  An acronym for Cardio-Pulmonary Resuscitation.

curvature  The bending of a line or surface. For this training, the term applies to the slope or curve seen when looking at the measurement of a liquid medication at eye level. The lowest point of the curvature is the point for measuring the correct amount of the medication ordered. See Handout 7.4.

demonstration  To perform physically or act out the steps to show understanding of safe medication principles. See Module 7.

desired effect  The beneficial and sought-after effect of the medication.

disposal  Discarding medication that is expired, damaged or no longer needed. See Handout 4.7.
Elijah’s Law
A law requiring all child day care programs in New York State to follow guidelines for preventing and responding to anaphylaxis, including staff training.

epinephrine
A medication used to quickly relieve severe allergic reactions (anaphylaxis) until more medical care is available. This must be given by injection. See Module 9.

expired medication
Medication that can no longer be guaranteed as safe and effective, since either chemical breakdown or contamination may have occurred by the expiration date. A medication label may indicate “discard after” a specific date on the label. If the medication package gives an expiration date with a month and year only, the medication is good until the last day of the month.

Five Rights
The five pieces of information necessary to administer medication correctly. The Five Rights include: child, medication, route, dose, and time. Matching the Five Rights each time medication is given will help prevent medication errors. See Handout 2.1 and 2.2.

generic name
The name of the medication that is the same as the medication’s active ingredient.

health care consultant
A physician, physician assistant, nurse practitioner or registered nurse who possesses a valid New York State license in his or her field. Such consultant may include a health care professional who is an employee of a local Department of Health. See NYS Day Care Regulation 413.2(c)(7).

health care plan
A modality-specific OCFS form that programs must use to establish their policies to protect and promote children’s health. The health care plan is subject to OCFS approval. Programs must be in compliance with their approved health care plan at all times. The approved health care plan must be on site, followed by all caregivers and available upon demand by a parent or the Office. See NYS Day Care Regulation .11(c) for each modality of care.

health care provider
A licensed physician, physician assistant or nurse practitioner. See NYS Day Care Regulation 413.2(c)(8).

hives
A skin condition characterized by itching and welts, caused by a reaction to internal or external agents, an infection or a nervous condition.

illness
The state of being sick.
ineffective

The absence of a desired effect, after allowing sufficient time for the medication to work.

inhaler

A device for administering medication into the nose, lungs or other part of the respiratory tract by breathing in the medication.

independent medication administration

When a child carries his own medication, decides when a dose is needed and takes the dose without supervision. See Handout 10.3.

infant

A child up to eighteen (18) months of age. See NYS Day Care Regulation 413.2(d)(4).

licensed authorized prescriber

A person licensed, currently registered and authorized under the Education Law to issue prescriptions for medication or medical treatment. See NYS Day Care Regulation 413.2(c)(10).

localized

Confined or restricted to a particular location. The use of this term in this curriculum refers to how a mild allergic reaction might appear on a child’s body part (e.g., a localized red skin rash on the stomach or a localized region of hives on the neck).

Log of Medication Administration

The OCFS-approved form that provides a written record for each medication given to a specific child.

MAT

An acronym for the Medication Administration Training course.

MDI

An acronym for Metered Dose Inhaler device. A metered-dose inhaler is used to deliver a precise dose of medication from a multi-dose container into the lungs.

medication

Any non-food substance used to treat a disease or illness or used to prevent or cure health problems.

medication administrant

A staff person who is listed in the day care program’s approved health care plan as authorized to give medication in the program. This person must be at least 18 years old, have current CPR and first aid certificates covering the ages of the children in care and have a current MAT certificate. Only medication administrants approved by OCFS can give medication.

medication administration

The complete process of giving medication, observing and reporting desired and undesired effects and reviewing each step to maximize benefit and reduce risk.

medication category

A type or common grouping of medicine based on its purposes or general function.
### Medication Consent Form

The OCFS-approved form (OCFS-LDSS-7002) that provides written health care provider instructions and parental permission for each medication given to a specific child. There should be one form for each medication the child receives while in care. See Handout 4.2.

### medication effects

How medication affects the child. These effects may be desired or undesired.

### medication error

A mistake made in giving the medication (for example, giving the incorrect medication, giving the medication at the incorrect time, giving the incorrect dose, using the incorrect route, giving the medication to the incorrect child, giving an expired medication, forgetting to give medication or giving medication when the child’s written medication consent form or the medication is expired). See Handout 10.6.

### medication label

The label on the pharmacy bottle or container that contains the information necessary to administer the medication safely.

### medication package

The container in which the medication is supplied. This may sometimes contain important information such as side effects, special considerations and drug/food interaction.

### mucous membrane

A membrane that lines body passages and cavities that are connected to the outside of the body. One example is the lining of the nose and mouth.

### nebulizer machine

A compressor device that finely disperses a liquid drug for inhalation in a mist to be breathed into the body. This machine is used frequently for the treatment of asthma in children. See Handout 7.5.

### non-infant

A child who is eighteen (18) months of age or older.

### nonprescription medication

Medication that can be bought without a prescription from a licensed authorized prescriber. Also called over-the-counter medication.

### NYS

Acronym for New York State.

### OCFS

Acronym for the Office of Children and Family Services. OCFS is the New York State agency responsible for the regulations governing the safety and well-being of children receiving child care in New York State.

### OTC medication

An acronym for over-the-counter medication.

### over-the-counter medication

Another term for nonprescription medication. See “nonprescription medication” in this glossary.
package insert  The information provided on a separate sheet accompanying the medication package or container. It includes common side effects, warnings and administration information. This information may be printed directly on the medication package or container.

peak flow meter  A portable, handheld device used to measure how hard and fast the child can push air out of the lungs. Measurements with a peak flow meter help the child’s parent and physician monitor asthma. These measurements can be important in helping the child’s health care provider prescribe medicines to control asthma.

pharmacy  A licensed establishment where prescription medications are filled and dispensed by a pharmacist licensed under the laws of the state where (s)he practices.

prescription medication  Medication for a specific child that can only be obtained with a written order from a licensed authorized prescriber to treat a specific condition.

prescriber  See “licensed authorized prescriber” in this glossary.

PRN  An acronym for the Latin pro re nata, meaning “as needed.” PRN medication is given when a child shows specific symptoms.

route  The way medication gets into the body; also called method of administration. See Handout 3.3.

seizure  A sudden attack, spasm, convulsion, extreme emotional change, or change in consciousness, as in epilepsy or another disorder.

side effect  The action of a drug other than the desired or sought-after effect. See Handout 3.1.

symptoms  Physical or behavioral signs that you can see, hear, measure, or smell that may tell you the child needs help, which may include giving medication.

undesired effect  Any effect other than the desired effect. Undesired effects are also called side effects, which include adverse effects and allergic reactions. See Handout 3.1.

unintentional poisoning  Unintended or unplanned ingestion of any substance, including medication. See Handout 9.1.

verbal instructions/permissions  Instructions received orally from a parent or guardian and/or the licensed authorized prescriber to administer medication. You can only accept verbal permissions and instructions in certain circumstances. See Handout 4.1.
waiver request

A written request from a day care program on an OCFS-approved form looking for approval to meet the intent of the regulations in a manner that is not specifically written in the regulations. The program cannot implement the waiver until OCFS approves the waiver request in writing.

written permission/instructions

Permission and instructions for administering medication written on the OCFS-approved Medication Consent Form (OCFS-LDSS-7002) or approved equivalent completed by the child’s parent/guardian and/or health care provider. See Handouts 4.1 and 4.2.
This page is intentionally blank.
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, Ritalin® comes in 5mg and 10mg tablets. So in addition to checking the name (Ritalin®), make sure you have the right strength of the medication (5mg).

3. **Right Dose**
   - The dose is how much of medication to give. For example, the dose could be one tablet, 2 teaspoons or one drop.
   - Measure the dose correctly using the tool (medicine cup, dosing spoon, oral syringe) the parent gave you, if one is needed.
   - 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 into the eye, rubbed on the skin or put into the mouth.
   - Always ask if you don’t you 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, EpiPens® and creams, 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 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 Tylenol® when the child has a fever of 101°F or above, you would know it’s the right time to give it if the child has a fever of 102°F.
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**

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).**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Child’s First and Last Name:</td>
<td>2. Date of Birth:</td>
<td>3. Child’s Known Allergies:</td>
</tr>
<tr>
<td><strong>RIGHT CHILD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Name of Medication (including strength):</td>
<td>5. Amount/Dosage to be Given:</td>
<td>6. Route of Administration:</td>
</tr>
<tr>
<td><strong>RIGHT MEDICATION</strong></td>
<td><strong>RIGHT DOSE</strong></td>
<td><strong>RIGHT ROUTE</strong></td>
</tr>
<tr>
<td>7A. Frequency to be administered:</td>
<td><strong>RIGHT TIME (see #19)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7B. Identify the symptoms that will necessitate administration of medication:</td>
<td><strong>RIGHT TIME (for “as needed” medication)</strong></td>
<td></td>
</tr>
<tr>
<td>(signs and symptoms must be observable and, when possible, measurable parameters):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8A. Possible side effects:</td>
<td>See package insert for complete list of possible side effects (parent must supply)</td>
<td></td>
</tr>
<tr>
<td><strong>AND/OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8B. Additional side effects:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. What action should the child care provider take if side effects are noted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Contact parent</td>
<td>☐ Contact health care provider at phone number provided below</td>
<td></td>
</tr>
<tr>
<td>☐ Other (describe):</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10A. Special instructions:</td>
<td>See package insert for complete list of special instructions (parent must supply)</td>
<td></td>
</tr>
<tr>
<td><strong>AND/OR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10B. Additional special instructions:</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Reason for medication (unless confidential by law):</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Yes If you checked yes, complete (#33 and #35) on the back of this form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ No</td>
<td>☐ Yes If you checked yes, complete (#33 - #35) on the back of this form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Date Health Care Provider Authorized:</td>
<td>15. Date to be Discontinued or Length of Time in Days to be Given:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Licensed Authorized Prescriber’s Name (please print):</td>
<td>17. Licensed Authorized Prescriber’s Telephone Number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Licensed Authorized Prescriber’s Signature:</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
## HANDOUT 2.3

**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)

<table>
<thead>
<tr>
<th>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?)</th>
<th>☐ Yes ☐ N/A ☐ No</th>
</tr>
</thead>
</table>

Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm): **RIGHT TIME (if not in Box 7A)**

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

<table>
<thead>
<tr>
<th>21. Parent’s Name <em>(please print)</em>:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>22. Date Authorized:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>23. Parent’s Signature:</th>
</tr>
</thead>
</table>

| X |

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

<table>
<thead>
<tr>
<th>24. Program Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>25. Facility ID Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>26. Program Telephone Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>28. Staff’s Name <em>(please print)</em>:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>29. Date Received from Parent:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. Staff Signature:</th>
</tr>
</thead>
</table>

| X |

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

<table>
<thead>
<tr>
<th>31. I, parent, request that the medication indicated on this consent form be discontinued on (Date):</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>32. Parent Signature:</th>
</tr>
</thead>
</table>

| X |

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

<table>
<thead>
<tr>
<th>33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>35. Licensed Authorized Prescriber’s Signature:</th>
</tr>
</thead>
</table>

| X |
Exercise: Finding the Five Rights

Case Study 1: Over-the-Counter Medication

Directions: Circle each of the Five Rights on the medication package 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 medication package.

1. Right Child: __________________________________________
2. Right Medication: ______________________________________
3. Right Dose: ___________________________________________
4. Right Route: __________________________________________
5. Right Time: ___________________________________________
This page is intentionally blank.
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 PRESCRIPTOR COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).

<table>
<thead>
<tr>
<th>1. Child’s First and Last Name:</th>
<th>2. Date of Birth:</th>
<th>3. Child’s Known Allergies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carly McMahon</td>
<td>4-3-XX (3 years old)</td>
<td>None known</td>
</tr>
</tbody>
</table>

4. Name of Medication (including strength):
Acetaminophen 160mg/5mL

5. Amount/Dosage to be Given:
5mL

6. Route of Administration:
oral

7A. Frequency to be administered:

OR

7B. Identify the symptoms that will necessitate administration of medication: *(signs and symptoms must be observable and, when possible, measurable parameters):* Give when temperature is 100°F or higher. May be given every 4 hours, up to 5 doses per day.

8A. Possible side effects: ☑ See package insert for complete list of possible side effects (parent must supply)

AND/OR

8B. Additional side effects:

9. What action should the child care provider take if side effects are noted:
☑ Contact parent ☐ Contact health care provider at phone number provided below
☐ Other (describe):

10A. Special instructions: ☐ See package insert for complete list of special instructions (parent must supply)

AND/OR

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): Fever

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?
☑ No ☐ 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?
☑ No ☐ Yes If you checked yes, complete (#34 - #35) on the back of this form.

14. Date Health Care Provider Authorized: 9/29/XX

15. Date to be Discontinued or Length of Time in Days to be Given:

16. Licensed Authorized Prescriber’s Name (please print): Margaret Valens, M.D.

17. Licensed Authorized Prescriber’s Telephone Number: (718) 555-2345

18. Licensed Authorized Prescriber’s Signature:

[X] Margaret Valens MD
**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):
   - Carly McMahon

21. Parent’s Name (please print):
   - Andrea McMahon

22. Date Authorized:
   - 9/29/XX

23. Parent’s Signature:
   - [X] Andrea McMahon

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

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, (#31 - #32) 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:
   - 9/29/20XX

30. Staff Signature:
   - [X] Carla Carson

**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]
Case Study 2: Prescription Medication

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: ____________________________________________________
This page is intentionally blank.
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: José Martinez
2. Date of Birth: 11-30-XX (6 years old)
3. Child’s Known Allergies: Dust, 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: 
7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters): Difficulty breathing, wheezing, and/or shortness of breath. May repeat dose in four hours, if needed.

8A. Possible side effects: ☒ See package insert for complete list of possible side effects (parent must supply)
8B: Additional side effects:

9. What action should the child care provider take if side effects are noted:
☐ Contact parent ☐ Contact health care provider at phone number provided below
☐ Other (describe):

10A. Special instructions: ☒ See package insert for complete list of special instructions (parent must supply)
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): Asthma

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?
☐ No ☒ 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?
☐ No ☒ 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: ☒ Nancy Wallace, MD
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):
   José Martinez

21. Parent's Name (please print):
   Alicia Martinez

22. Date Authorized:
   7/15/XX

23. Parent's Signature:
   X Alicia Martinez

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

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 Carla Carson

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.
   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 not follow the pharmacy label until the new prescription has been filled.

35. Licensed Authorized Prescriber’s Signature:
   X Nancy Wallace, MD
Case Study 1: Over-the-Counter Medication

**Exercise: Finding the Five Rights**

**ANSWER KEY**

1. **Right Child:** Carly McMahon
2. **Right Medication:** Acetaminophen 160mg/5mL
3. **Right Dose:** 5mL
4. **Right Route:** Oral
5. **Right Time:** When Carly has a temperature of 100° or higher

*(Follow the health care provider instructions when matching the Right Time.)*
This page is intentionally blank.
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 P扰BER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).**

<table>
<thead>
<tr>
<th>Child’s First and Last Name</th>
<th>Date of Birth</th>
<th>Child’s Known Allergies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carly McMahon</td>
<td>4-3-XX (3 years old)</td>
<td>None known</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Medication (including strength):</th>
<th>Amount/Dosage to be Taken:</th>
<th>Route of Administration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acetaminophen 160mg/5ml</td>
<td>5mL</td>
<td>oral</td>
</tr>
</tbody>
</table>

7A. Frequency to be administered:  

**OR**

78. Identify the symptoms that will necessitate administration of medication:  
(signs and symptoms must be observable and, when possible, measurable parameters): Give when temperature is 100°F or higher. May be given every 4 hours, up to 5 doses per day.

8A. Possible side effects:  
- See package insert for complete list of possible side effects (parent must supply)

AND/OR

8B: Additional side effects:

- Contact parent
- Contact health care provider at phone number provided below
- Other (describe):

10A. Special instructions:  
- See package insert for complete list of special instructions (parent must supply)

AND/OR

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): Fever

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?
- No
- 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?
- No
- Yes  
If you checked yes, complete (#33 - #35) on the back of this form.

14. Date Health Care Provider Authorized:  
9/29/XX

15. Date to be Discontinued or Length of Time in Days to be Given:  

16. Licensed Authorized Prescriber’s Name (please print):  
Margaret Valens, M.D.

17. Licensed Authorized Prescriber’s Telephone Number:  
(718) 555-2345

18. Licensed Authorized Prescriber’s Signature:  

X Margaret Valens M.D.
## 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  
- No  
- 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):*  

Carly McMahon

---

21. Parent’s Name *(please print):*  

Andrea McMahon  

---

22. Date Authorized:  

9/29/XX

---

23. Parent’s Signature:  

Andrea McMahon

---

**Child Day Care Program Complete This Section (#24 - #30)**

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:  

9/29/20XX

---

30. Staff Signature:  

Carla Carson

---

**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
**Case Study 2: Prescription Medication**

<table>
<thead>
<tr>
<th>Child</th>
<th>Medication</th>
<th>Dose</th>
<th>Time / Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Martinez</td>
<td>albuterol (90mcg/inh)</td>
<td>2 puffs</td>
<td>inhaled by oral inhaler</td>
</tr>
</tbody>
</table>

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.)

---

1. Right Child: José Martinez
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.
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: José Martinez
2. Date of Birth: 11-30-XX (6 years old)
3. Child’s Known Allergies: Dust, 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: OR
7B. Identify the symptoms that will necessitate administration of medication: Difficulty breathing, wheezing, and/or shortness of breath. May repeat dose in four hours, if needed.
8A. Possible side effects: ☑ See package insert for complete list of possible side effects (parent must supply)
AND/OR
8B: Additional side effects: 
9. What action should the child care provider take if side effects are noted: ☑ Contact parent ☑ Contact health care provider at phone number provided below ☐ Other (describe): 
10A. Special instructions: ☑ See package insert for complete list of special instructions (parent must supply)
AND/OR
10B. Additional special instructions: (Include any concerns related to possible interactions with other medications 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 situations when medication should not be administered.) 

11. Reason for medication (unless confidential by law): Asthma
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? ☐ No ☑ 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? ☐ No ☑ 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: X Nancy Wallace, MD
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):
   José Martinez

21. Parent’s Name (please print):
   Alicia Martinez

22. Date Authorized:
   7/15/XX

23. Parent’s Signature:
   X

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

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

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.
   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 not follow the pharmacy label until the new prescription has been filled.

35. Licensed Authorized Prescriber’s Signature:
   X
   Nancy Wallace, MD
Medication is given for many reasons. If it works right, it has the “desired effect.”

Medication can be given to:

• **prevent illness** (e.g., getting the polio vaccine so you don’t get polio);
• **control health problems** (e.g., taking medication every day to help prevent seizures);
• **cure an illness** (e.g., taking an antibiotic to get rid of an ear infection); or
• **reduce symptoms** (e.g., taking Tylenol® to lower a fever).

Taking medication has effects on a child’s body. These effects can be wanted (desired effect), unwanted or even dangerous. Whenever a child in your care is taking medication, watch the child and pay attention if the child acts or feels different than usual. If you notice any changes, contact the child’s parent. These changes could be unwanted effects from the medication. If the child is having a severe reaction and an adverse effect to a medication, call 911 right away and then call the child’s parent. Notify OCFS as soon as reasonably possible, at least by the start of the next business day. You **must** speak with an OCFS representative; sending email or leaving a voicemail message is **not** sufficient. Complete an incident report and submit it to OCFS.

---

**Severe allergic reaction**

Severe hives; swelling, esp. lips and face; trouble breathing; severe vomiting, diarrhea or stomach cramping; racing heart; “passing out”

**Adverse effect**

Seizures; chest pain; highly unusual behavior; severe dizziness

**Mild allergic reaction**

Itchy red skin; slight localized rash; itchy, watery eyes; sneezing; runny, stuffy or itchy nose; an itchy feeling in the mouth or throat

**Mild side effect**

Upset stomach; sleepiness (drowsiness); diarrhea; constipation; trouble sleeping; irritability; nervousness; dry mouth; headache

---

Call 911 right away

Call parent immediately

Tell parent
This page is intentionally blank.
Medication Routes

Medication can get into a child’s body in many ways. The most common ways for medication to be absorbed into a child’s body is through the lining of the stomach and intestines, through the skin or through the lining of the lungs. The way medication is taken, so it can be absorbed into the body, is called the medication route.

In this course you will learn seven ways (routes) to give medication:

- On the skin (topically)
- By mouth (orally; includes topically applied in the mouth)
- Inhaled through the mouth or nose
- By using medicated patches
- By putting it in the ear
- By putting it in the eye
- By using an auto-injector, like an EpiPen® or Auvi-Q™, to give a shot of epinephrine to prevent anaphylaxis.

Routes not covered in this course include:

- Rectal
- Vaginal
- Injection

If a child in your program needs medication given rectally, vaginally or by injection, you will need to get additional training, beyond this course. For more information on the steps you need to take before you are able to give medication by routes other than the ones listed above, see Module 10.
This page is intentionally blank.
# Overview of the Medication Routes Covered in the MAT Course

<table>
<thead>
<tr>
<th>Route</th>
<th>Forms of the medication</th>
<th>How fast does the medication start working?</th>
</tr>
</thead>
</table>
| 1. **Topical** medication is put on the skin. | Medication put on the skin can be a:  
  • cream  
  • lotion  
  • ointment  
  • gel  
  • aerosol | Depends on the medication                                                                                       |
| 2. **Oral** medication is given by mouth.      | Medication taken by mouth can come in many forms, including:  
  • tablets  
  • capsules  
  • liquids  
  • sprinkles (small granules that can be sprinkled onto food or onto the tongue). Sprinkles can come in small packets or in capsules that can be opened and poured out.  
  • wafers/dissolving strips/melts (medication that is placed on the tongue or in the mouth, where it dissolves)  
  • sublingual medication (medication that is placed under the tongue, where it dissolves)  
  • gels that are rubbed into the gums or inside the mouth | Usually starts working in about 30-60 minutes.  
Some things that can affect how fast the medication starts working:  
  • Amount of food in stomach  
  • Activity level  
  • If the medication has a coating on it  
  Rapid absorption; effects usually noted within 10 minutes. |
<table>
<thead>
<tr>
<th>Route</th>
<th>Forms of the medication</th>
<th>How fast does the medication start working?</th>
</tr>
</thead>
</table>
| 3. **Inhaled** medication is breathed in through the nose or mouth. | Medication breathed in through the nose can be given by:  
  - spray  
  - drop  
  - nebulizer  
  Medication breathed in through the mouth can be given by:  
  - inhaler, such as metered-dose inhaler or dry powder inhaler  
  - nebulizer, a machine that changes liquid medication into a mist that can be breathed in by the nose or mouth | Usually starts working in about 10 to 15 minutes  
 Usually starts working in about 5 to 15 minutes |
| 4. **Medicated patches** are patches with medication in them that are put on the skin and kept on the skin for a period of time. | Medication comes in the form of a patch. | Small amounts of medication are absorbed slowly, in a controlled manner, over a period of time. |
| 5. **Eye** medication is placed into the eye. | Medication put into the eye can be:  
  - drop  
  - ointment | Usually right away |
| 6. **Ear** medication is placed into the ear. | Medication comes in a liquid to be dropped into the ear. | Depends on the medication |
| 7. **Auto-injector** for giving the medication epinephrine to a child having a serious allergic reaction. | This medication, epinephrine, comes in an auto-injector device that allows you to put a pre-measured amount of the medication into the body through the skin using a needle. | Usually right away |
## Types of Medication

<table>
<thead>
<tr>
<th>Medication Type</th>
<th>What Will the Medication Look Like?</th>
<th>Common Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over-the-counter</strong></td>
<td>Over-the-counter medications all look different. The instructions for use on the label are not specific to the child. (Food/nutrition products, lotion, lip balm, medicated bandages, topical ointments, sunscreen, insect repellent and Vaseline® are not considered medication.)</td>
<td>Tylenol®, Dimetapp®, Motrin®, ibuprofen, Benadryl®, homeopathic treatments such as herbs and vitamins</td>
</tr>
<tr>
<td>(nonprescription): Medication that you can get without an order from a licensed authorized prescriber.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prescription:</strong></td>
<td>All prescription medication comes in a container/bottle with a pharmacy label. The pharmacy label will be for a specific child and will have instructions for giving the medication.</td>
<td>amoxicillin, albuterol, Ritalin®, Cortisporin Otic®, Augmentin®</td>
</tr>
<tr>
<td>Medication that needs an order by a licensed authorized prescriber to get medicine from the pharmacy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Controlled Substances:</strong></td>
<td>Controlled substances will have a label on the medication container that tells you it is a controlled substance. The label is usually bright orange or yellow and will have the words “controlled substance” written on it.</td>
<td>Ritalin® and Focalin®</td>
</tr>
<tr>
<td>Medication designated as having a high potential for misuse, which are regulated by the federal government.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Brand name:</strong></td>
<td>The medication name on the label will have the symbol ® after it to identify it as a registered trademark.</td>
<td>Tylenol®, Motrin®, Cipro®, Benadryl®, Ventolin®</td>
</tr>
<tr>
<td>The name given to the medication by the pharmaceutical company that created it.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Generic name:</strong></td>
<td>The medication name on the label will be listed as the “active ingredient.”</td>
<td>acetaminophen, ibuprofen, amoxicillin, diphenhydramine, albuterol</td>
</tr>
<tr>
<td>The name of the active ingredient in the medication.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Example of the Difference Between a Medication’s Brand Name and Its Generic Name**

Tylenol® is a brand name medication. The active ingredient in Tylenol® is acetaminophen. If you buy a medication named “acetaminophen” in the store, you are buying a generic medication. Both the generic and brand name medications have the same active ingredient (acetaminophen), but may be slightly different from one another because of the inactive ingredients. See diagram.
Exercise: Handling Effects from Medication

Case Study 1: Carmen is a three-year-old child in your program. She is being treated for an ear infection. Her doctor wrote a prescription for her to take a liquid antibiotic called amoxicillin, given by mouth for ten days. Since she needs the medication three times a day, you are giving her a dose every day at 2PM.

The instructions on Carmen’s Medication Consent Form tell you to look at the package insert for possible side effects. Carmen’s mother gave you the following drug information sheet, which she received from the pharmacy:

Using Handout 3.1 and the drug information sheet above, answer these questions:

1. On the Drug Information Sheet, circle the side effects that Carmen may get from the amoxicillin.

2. Carmen tells you she doesn’t feel good and her tummy hurts about an hour after you gave her the amoxicillin. What should you do?
Exercise 3.1

**Case Study 2:** Kristopher is a four-year-old in your program. He is allergic to pollen, grass and trees. His parents gave you instructions from his doctor to give him Diphedryl® (diphenhydramine) to help treat the itchy eyes and runny nose he gets.

The instructions on Kristopher’s *Medication Consent Form* tell you to look at the package insert for possible side effects. Below is the medication package Kristopher’s mother gave you:

![Medication Package Image]

Using Handout 3.1 and the medication package above, answer these questions:

1. On the medication package, circle the undesired effects that Kristopher may get from the Diphedryl®.

2. About 30 minutes after giving Kristopher the medication, he is running around acting hyper and is having trouble calming down, which is unusual for him. What do you think is happening?

__________________________________________________________________

What should you do? _____________________________________________
Exercise: Identifying Types of Medication

Directions: Answer the questions using the package or medication label.

Example 1

1. Is this medication over-the-counter or prescription? How can you tell?

2. Is this medication a brand name or generic name medication? How can you tell?

3. What is the active ingredient?
Example 2

Pharmacy Inc.  #0012  Ph: 212-555-0102
100 Main Street, New York, NY 10068
Rx#: 8145973-02 Tx: 8063264

Michael Brown  DOB: 06/04/XX
(718) 554-1984
461 Park Place, Brooklyn, NY 11202

EpiPen® Jr. (0.15 mg)
administer one dose (0.15mg) via autoinjection as needed for signs of anaphylaxis including: difficulty breathing; difficulty swallowing; hives; loss of consciousness; severe vomiting, diarrhea or abdominal cramps.

Prescriber: Nancy Wallace MD  (718) 564-9832
221 Stream Place, Brooklyn, NY 11202
Refillable: 0 times  QTY: 1 injector  R.Ph. Init: RSL
Date filled: 7/15/XX  Orig. Date: 7/15/XX  Exp. date: 7/15/XX

1. Is this medication over-the-counter or prescription? How can you tell?

2. Is this medication a brand name or generic name medication? How can you tell?
Exercise: Handling Effects from Medication

**ANSWER KEY**

**Case Study 1:** Carmen is a three-year-old child in your program. She is being treated for an ear infection. Her doctor wrote a prescription for her to take a liquid antibiotic called amoxicillin, given by mouth for ten days. Since she needs the medication three times a day, you are giving her a dose every day at 2PM.

The instructions on Carmen’s *Medication Consent Form* tell you to look at the package insert for possible side effects. Carmen’s mother gave you the following drug information sheet, which she received from the pharmacy:

![Drug Information Sheet](image)

Using Handout 3.1 and the drug information sheet above, answer these questions:

1. On the Drug Information Sheet, circle the side effects that Carmen may get from the amoxicillin.
2. Carmen tells you she doesn’t feel good and her tummy hurts about an hour after you gave her the amoxicillin. What should you do?

*Check Carmen’s Medication Consent Form for instructions from the health care provider* (box 9 on the form). Also, contact Carmen’s parent and write down on her Log of Medication Administration (in the Side Effects column) that Carmen got an upset stomach.
**Case Study 2:** Kristopher is a four-year-old in your program. He is allergic to pollen, grass and trees. His parents gave you instructions from his doctor to give him Diphedryl® (diphenhydramine) to help treat the itchy eyes and runny nose he gets.

The instructions on Kristopher’s *Medication Consent Form* tell you to look at the package insert for possible side effects. Below is the medication package Kristopher’s mother gave you:

Using Handout 3.1 and the medication package above, answer these questions:

1. On the medication package, circle the undesired effects that Kristopher may get from the Diphedryl®.
2. About 30 minutes after giving Kristopher the medication, he is running around acting hyper and is having trouble calming down, which is unusual for him. What do you think is happening?

_He may be having a side effect of the medication._

What should you do? Check Kristopher’s Medication Consent Form for instructions from the health care provider (box 9 on the form). Contact his parent and encourage his parent to contact the doctor. You also need to write down on his Log of Medication Administration (in the Side Effects column) the side effect you saw and make a note that you contacted his parent.
Exercise: Identifying Types of Medication

ANSWER KEY

Directions: Answer the questions using the package or medication label.

Example 1

1. Is this medication over-the-counter or prescription? How can you tell?
   **Over-the-counter medication. There is no pharmacy label on it. The directions are not child-specific. You can buy it at the pharmacy without an order from a licensed authorized prescriber.**

2. Is this medication a brand name or generic name medication? How can you tell?
   **Brand name. The package says Tylenol with the ® symbol after the name.**

3. What is the active ingredient?
   **Acetaminophen**
Example 2

**Pharmacy Inc.**  #0012  Ph: 212-555-0102
100 Main Street, New York, NY 10068
Rx#: 8145973-02 Tx: 8063264

**Michael Brown**  DOB: 06/04/XX
(718) 554-1984
461 Park Place, Brooklyn, NY 11202

**EpiPen® Jr. (0.15 mg)**
administer one dose (0.15mg) via autoinjection as needed for signs of anaphylaxis including: difficulty breathing; difficulty swallowing; hives; loss of consciousness; severe vomiting, diarrhea or abdominal cramps.

Prescriber: **Nancy Wallace MD**  (718) 564-9832
221 Stream Place, Brooklyn, NY 11202
Refillable: 0 times  QTY: 1 injector  R.Ph. Init: RSL
Date filled: 7/15/XX  Orig. Date: 7/15/XX  Exp. date: 7/15/XX

1. Is this medication over-the-counter or prescription? How can you tell?
   
   *Prescription. The medication package has a pharmacy label, which is for a specific child, Michael Brown.*

2. Is this medication a brand name or generic name medication? How can you tell?
   
   *Brand name. The medication name, EpiPen, has the © symbol after it.*
What Permissions and Instructions Do I Need to Give Medication?

All child care providers can give the following with written permission from the parent:

- Sunscreen
- Topically applied insect repellent
- Over-the-counter topical ointments (This includes ointments, creams, gels and lotions.)

The OCFS-6010 *Non-Medication Consent Form* is available to use for this purpose only. See the OCFS website ([www.ocfs.ny.gov/main/documents/docsChildCare.asp](http://www.ocfs.ny.gov/main/documents/docsChildCare.asp)). If the package directions indicate to consult a doctor, or if the instructions provided by the parent do not match the label instructions, you need written instructions from the child’s health care provider before you can give it.

You must have **written** permission from the parent and **written** instructions from the child’s health care provider to give any 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 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 not provided on a preapproved equivalent of the OCFS *Medication Consent Form*. Written information needs 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

*continued on next page*
♦ 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

**Permission and Instructions Exceptions**
If your health care plan permits, you may accept verbal permission in the following circumstances:

1. For children less than eighteen (18) months of age, prescription medication, oral over-the-counter medication, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by a caregiver for one day only, *with verbal permission of the parent and verbal instructions directly from the health care provider or licensed authorized prescriber*. If prescription medication, oral over-the-counter medication, medicated patches, and eye, ear, or nasal drops or sprays are to be administered on a subsequent day or on an ongoing basis, written permission from the parent and written instructions from the health care provider must have been provided to the caregiver prior to such administration.

2. For children eighteen (18) months of age and older, prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by a caregiver *for one day only, with the verbal permission of the parent*.

A caregiver cannot administer medication to any child in care if the parent’s instructions differ from the instructions on the medication packaging, until the child care provider receives permission from a health care provider or licensed authorized prescriber on how to administer the medication.

• The caregiver must immediately notify the parent if the caregiver will not administer medication due to differing instructions related to the administration of medication.

**Accepting Verbal Instructions:**
Check your program’s health care plan to see if you can accept verbal permission and instructions. If you accept verbal permission and instructions, use the OCFS *Verbal Medication Consent Form and Log of Administration* and write down all of the doses you give the child for that day only.

You may only accept verbal instructions from a physician, physician assistant, nurse practitioner, or registered nurse on behalf of the child’s physician, physician assistant or nurse practitioner. See Handout 4.6.
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.

<table>
<thead>
<tr>
<th>LICENCED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Child’s First and Last Name:</td>
</tr>
<tr>
<td>2. Date of Birth:</td>
</tr>
<tr>
<td>3. Child’s Known Allergies:</td>
</tr>
<tr>
<td>4. Name of Medication (including strength):</td>
</tr>
<tr>
<td>5. Amount/Dosage to be Given:</td>
</tr>
<tr>
<td>6. Route of Administration:</td>
</tr>
<tr>
<td>7A. Frequency to be administered:</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters):</td>
</tr>
<tr>
<td>8A. Possible side effects:</td>
</tr>
<tr>
<td>AND/OR</td>
</tr>
<tr>
<td>8B: Additional side effects:</td>
</tr>
<tr>
<td>9. What action should the child care provider take if side effects are noted:</td>
</tr>
<tr>
<td>□ Contact parent</td>
</tr>
<tr>
<td>□ Contact health care provider at phone number provided below</td>
</tr>
<tr>
<td>□ Other (describe):</td>
</tr>
<tr>
<td>10A. Special instructions:</td>
</tr>
<tr>
<td>AND/OR</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>11. Reason for medication (unless confidential by law):</td>
</tr>
<tr>
<td>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?</td>
</tr>
<tr>
<td>□ No □ Yes  If you checked yes, complete (#33 and #35) on the back of this form.</td>
</tr>
<tr>
<td>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?</td>
</tr>
<tr>
<td>□ No □ Yes  If you checked yes, complete (#34 - #35) on the back of this form.</td>
</tr>
<tr>
<td>14. Date Health Care Provider Authorized:</td>
</tr>
<tr>
<td>15. Date to be Discontinued or Length of Time in Days to be Given:</td>
</tr>
<tr>
<td>16. Licensed Authorized Prescriber’s Name (please print):</td>
</tr>
<tr>
<td>17. Licensed Authorized Prescriber’s Telephone Number:</td>
</tr>
<tr>
<td>18. Licensed Authorized Prescriber’s Signature:</td>
</tr>
</tbody>
</table>
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
Common Medical Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>before</td>
</tr>
<tr>
<td>ac</td>
<td>before meals</td>
</tr>
<tr>
<td>bid, BID</td>
<td>twice a day</td>
</tr>
<tr>
<td>c</td>
<td>with</td>
</tr>
<tr>
<td>cc</td>
<td>cubic centimeter</td>
</tr>
<tr>
<td>dc'd</td>
<td>discontinued, stopped</td>
</tr>
<tr>
<td>gtt</td>
<td>drop</td>
</tr>
<tr>
<td>Gm, gm, g</td>
<td>gram</td>
</tr>
<tr>
<td>hr, H</td>
<td>hour</td>
</tr>
<tr>
<td>hs, HS</td>
<td>bedtime (hour of sleep)</td>
</tr>
<tr>
<td>kg</td>
<td>kilogram</td>
</tr>
<tr>
<td>mcg</td>
<td>micrograms</td>
</tr>
<tr>
<td>mg</td>
<td>milligram</td>
</tr>
<tr>
<td>ml</td>
<td>milliliter</td>
</tr>
<tr>
<td>NKA</td>
<td>no known allergies</td>
</tr>
<tr>
<td>NKDA</td>
<td>no known documented allergies</td>
</tr>
<tr>
<td>OD</td>
<td>right eye</td>
</tr>
<tr>
<td>OS</td>
<td>left eye</td>
</tr>
<tr>
<td>OU</td>
<td>each eye</td>
</tr>
<tr>
<td>oz</td>
<td>ounce</td>
</tr>
<tr>
<td>p</td>
<td>after, past</td>
</tr>
<tr>
<td>pc</td>
<td>after meals</td>
</tr>
<tr>
<td>per</td>
<td>by</td>
</tr>
<tr>
<td>po</td>
<td>by mouth</td>
</tr>
<tr>
<td>prn</td>
<td>as needed</td>
</tr>
<tr>
<td>Q</td>
<td>every</td>
</tr>
<tr>
<td>qd</td>
<td>every day</td>
</tr>
<tr>
<td>qid, QID</td>
<td>four times a day</td>
</tr>
<tr>
<td>qod, QOD</td>
<td>every other day</td>
</tr>
<tr>
<td>s</td>
<td>without</td>
</tr>
<tr>
<td>i</td>
<td>one</td>
</tr>
<tr>
<td>ii</td>
<td>two</td>
</tr>
<tr>
<td>iii</td>
<td>three</td>
</tr>
<tr>
<td>tbsp., T</td>
<td>tablespoon</td>
</tr>
<tr>
<td>tid, TID</td>
<td>three times a day</td>
</tr>
<tr>
<td>tsp, t</td>
<td>teaspoon</td>
</tr>
</tbody>
</table>

Medication instructions should be spelled out, and abbreviations should not be used. If you do not understand anything that is stated on the medication consent form, you must receive clear instructions before you can administer the medication.
This page is intentionally blank.
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)

<table>
<thead>
<tr>
<th>MEDICATION</th>
<th>(including dose)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHILD NAME:</th>
<th>MEDICATION:</th>
<th>(including dose)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LOG OF MEDICATION ADMINISTRATION

<table>
<thead>
<tr>
<th>Date Given (M/D/Y)</th>
<th>Dose</th>
<th>Time (AM or PM)</th>
<th>Administered by (full signature)</th>
<th>Any Noted Side Effects</th>
<th>Were parents notified of side effects?</th>
<th>For “as needed” medication – write the symptoms the child exhibited that necessitated the need for the medication</th>
<th>Were parents notified “as needed” medicine was given</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
LOG OF MEDICATION ADMINISTRATION

Complete this section if the above medication was not given as written on the child’s written consent form

<table>
<thead>
<tr>
<th>Date Not Given</th>
<th>Description of reason why medication not given</th>
<th>Parents notified</th>
<th>Signature of Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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: Two drops Error MW
  Dose: One drop
• DO NOT use correction fluid.
This page is intentionally blank.
NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
VERBAL MEDICATION CONSENT FORM AND LOG OF ADMINISTRATION

Caregivers may use this form or an approved equivalent to document that a parent requested that a medication be given, but did not have written instructions from the authorized prescriber.

The medication authorized on this form is valid for one day only. This consent form does not authorize the administration of the medication listed below on multiple days.

<table>
<thead>
<tr>
<th>1. Child's first and last name:</th>
<th>2. Name of medication (including strength):</th>
<th>3. Amount/dosage to be given:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Route of administration:</td>
<td>5. Frequency to be administered for today only:</td>
<td></td>
</tr>
<tr>
<td>6A. Possible side effects:</td>
<td>See package insert for complete list of possible side effects (must be obtained from medication package or insert)</td>
<td></td>
</tr>
<tr>
<td>AND/OR</td>
<td>6B: Additional side effects:</td>
<td></td>
</tr>
<tr>
<td>7. What action should the program take if side effects are noted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Contact parent</td>
<td>☐ Contact prescriber at phone number provided</td>
<td></td>
</tr>
<tr>
<td>☐ Other (describe):</td>
<td>☐ Other (describe):</td>
<td></td>
</tr>
<tr>
<td>8A. Special instructions:</td>
<td>See package insert for complete list of special instructions (must be obtained from medication package or insert)</td>
<td></td>
</tr>
<tr>
<td>AND/OR</td>
<td>8B. 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 situations when medication should not be administered.)</td>
<td></td>
</tr>
<tr>
<td>9. Provider name:</td>
<td>10. License/ Registration number:</td>
<td></td>
</tr>
<tr>
<td>11. Program telephone number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. I, ________________________(name of caregiver) received verbal permission from ________________________(child's parent) to administer the medication listed above on ________________________(date authorized to)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The instructions I received from the parent match the instructions for use on the medication container. If the instructions do not match, I received verbal or written instructions from the health care provider or licensed authorized prescriber.
NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
VERBAL MEDICATION CONSENT FORM AND LOG OF ADMINISTRATION

13. COMPLETE THIS SECTION FOR VERBAL MEDICATION CONSENTS REQUIRING HEALTH CARE PROVIDER INSTRUCTIONS

In addition to the above parent consent I, __________________________ received verbal instructions from __________________________
(name of caregiver)

☐ Physician
☐ Physician Assistant (PA)
☐ Nurse Practitioner (NP)
☐ Registered Nurse on behalf of the child’s physician, PA or NP

(check the box below to indicate credentials of person)

to administer the medication listed above on __________________________
(date authorized to give)

A request was made to have the health care provider send the medication instructions in writing.

14. Licensed prescriber’s name (physician, PA or NP):

15. Licensed prescriber’s telephone number:

16. I have verified that sections #1 - #15 are complete. My signature indicates that all information necessary to safely administer this medication has been given to the child care program.

17. Caregiver’s name (please print):

18. Date received:

19. Caregiver’s signature:

X

Date Given Medication Dose Time Given Caretaker Signature

PARENT ACKNOWLEDGEMENT OF VERBAL CONSENT

I, parent, gave verbal permission to the child care program to administer the above indicated medication on __________________________

(date)

Parent’s Signature:

X
Medication Storage

When deciding where to keep medication, make sure the area you choose in your program is:

**General Medication**
- A clean and secure place that children cannot get to (inaccessible).
- A cool, dry and dark place, unless the directions state something else.

**Emergency Medication**
- In an area near the child where you can get it quickly.
- You may decide if the best place is:
  ♦ in your emergency bag; or
  ♦ in a pack that you wear.

Your health care plan will state where you will keep medication in your program. You may have a couple of places. *If you change the area where you keep medication, you must update your health care plan and make all appropriate staff aware of the new location.*

**Refrigerated Medication**
- If you keep medication in your food refrigerator, you need to keep it separate from food and it must also be kept in a leakproof container. A leakproof container is a container that when turned over and shaken does not allow any liquid to escape.
- If you have a separate refrigerator you use for medication only, make sure the refrigerator is locked or is inaccessible to children.
- Keep the refrigerator at a temperature between 36 - 46° F.
- If your program has a power outage or your refrigerator stops working, call your local pharmacy and follow their recommendations regarding the use of the medication kept in the refrigerator.

**Controlled Substances**
- Store in a locked area with limited access.
- Always count the number of pills or note the amount of liquid in the bottle when receiving from a parent.
- Keep a running count each day if more than one staff member is giving the medication or has access to the storage area.
- Count the number of pills or note the amount of liquid left in the bottle when giving the medication back to the parent.
**Medication Disposal**

Always return medication to the parent when medication has expired, has been discontinued or if the consent has expired.

If you are unable to return the medication to the parent, follow these guidelines:

- Take the medication out of its original container.
- Mix the medication with an undesirable substance, such as coffee grounds or kitty litter. The American Pharmaceutical Association recommends first crushing or dissolving the medication in water.
- Place the material in a leakproof container, such as an empty can or a sealed plastic bag.
- Throw the container in the trash.
- Flush medication down the toilet only if the medication package or insert states it is safe to do so.

**Stock Medication**

Your program may keep a supply of certain over-the-counter medication that is not labeled for a specific child to have available for use if a child needs it while in care. You will follow the same guidelines to store stock medication as you follow to store medication for a specific child.

Programs that participate in the New York State Department of Health’s Fluoride Program can stock non-child-specific fluoride tablets supplied by DOH.

Child care programs that store and administer medication that is not labeled for a specific child must have an over-the-counter stock medication policy in place before beginning to store any over-the-counter medication. The over-the-counter stock medication policy must address the safe storage and proper administration of the stored over-the-counter medication and must address the need for strict infection control practices as they pertain to stock medication.

- Stock medication must be kept in a clean area that is inaccessible to children, and any stock medication must be stored separate from child-specific medication.
- Stock medication must be kept in the original container and have the following information on the label or in the package insert:
  - Name of the medication;
  - Reason(s) for use;
  - Directions for use, including route of administration;
  - Dosage instructions;

Programs located within a 10-mile radius of a nuclear power facility (e.g., Indian Point) and whose staff have completed appropriate training may stock potassium iodide (KI) for use only as directed by emergency notification system in their area. Potassium iodide is an opt-out over-the-counter medication, meaning it will be given to all children unless a parent has completed OCFS-4411 *Potassium Iodide (KI) Refusal/Opt-Out Form* requesting that it not be given.
- Possible side effects and/or adverse reactions;
- Warnings or conditions under which it is inadvisable to administer the medication; and
- Expiration date.

• Child care programs that stock supplies of over-the-counter medication, which are not in single-dose packaging, must provide a separate mechanism to administer the medication for each child that may need the medication.

• Once a device has been used for a specific child in care, that specific device must be disposed of or reused only for that specific child and must be labeled with the child’s first and last name.

• The program must include the procedure in the over-the-counter stock medication policy for dispensing the stock medication from the container to the device, or directly administering to the child, without contaminating the stock medication.

• All stock medication must be administered using best practice techniques in accordance with the directions for use on the medication package.

• Child day care programs may not stock prescription medication.
Follow the steps below whenever you receive medication from a parent. If you are not able to complete the step, tell the parent you cannot accept the medication and discuss what you need the parent to do so that you can give the medication.

### Complete the Following Steps

1. The medication is labeled with the child’s full name.
   - For prescription medication, the pharmacy label is attached to the container and is readable. If needed, the parent also gives you any special tools, such as a dosing spoon or oral syringe, with the child’s first and last names written on it. See Handout 4.9.

2. The expiration date is on the medication package and the medication has not expired.

3. You have written instructions from the health care provider.
   - The instructions are complete, understandable and signed by the health care provider.
   - If the health care provider did not write a specific time, such as 1:00PM, in Box 7A, make sure the parent writes the specific time to give the medication in Box 19.
   - See Handout 4.1 for what to do if the parent does not have written instructions.

4. You have written permission from the parent.
   - See Handout 4.1 for what to do if the parent is not able to sign the form.

5. The instructions written on the medication label and package match the instructions on the Medication Consent Form.
   - See Handout 4.10 for more information if the label does not match.

6. Fill out the Day Care Program section on the Medication Consent Form and tell the parent you are agreeing to give the medication.

7. Put the medication in the medication storage area or refrigerator.
   - Make sure this is the storage area you wrote in your health care plan.

8. Create a Log of Medication Administration for the child’s medication.

---

Table continued on next page
<table>
<thead>
<tr>
<th>Complete the Following Steps</th>
<th>✓ for Each Completed Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Table continued from previous page)</td>
<td></td>
</tr>
</tbody>
</table>

9. File the *Medication Consent Form*, any package inserts or pharmacy printouts and the *Log of Medication Administration* together in a place where you will be able to review the forms each day.
Administration Tools and Medication Label Requirements

Over-the-Counter Medication Label Requirements
Over-the-counter medication must be in its original container and must be labeled with the child’s first and last names.

Prescription Medication Label Requirements
Prescription medication should be in a child-resistant container. It must have the original pharmacy label that includes the following:

1. Child’s first and last names
2. Medication name
3. How often to give the medication
4. Medication dose
5. Date to stop giving the medication (discontinue date) or number of days to give the medication
6. Health care provider’s name who prescribed the medication
7. Pharmacy name and telephone number
8. Date prescription was filled

Sample Medication
Medication samples are not dispensed by a pharmacy and will not have a pharmacy label. Medication samples supplied by the child’s health care provider must be appropriately labeled with the same information that is required on a pharmacy label. Parents should be aware of this requirement so the child’s health care provider can label the samples with the required information.
This page is intentionally blank.
Medication Label Does Not Match Consent Form

The information written on the medication label must exactly match the information written on the child’s Medication Consent Form.

However, for changes in the instructions, you can give medication in its originally labeled bottle when the only changes made by the health care provider are:

- dose; and
- time and/or frequency.

If you accept changes in dose, time, and/or frequency, your program needs to let the staff approved to give medication know, both verbally and in writing, that the instructions on the pharmacy label do not match the instructions the health care provider has written.

One way to do this is to put a colored sticker on the child’s medication near the pharmacy label. That way you will know that any child’s pharmacy label marked with a sticker does not have the updated information and you should follow the instructions on the child’s Medication Consent Form.

In addition, the health care provider must write on the consent form the date when (s)he is ordering the change in the administration of the prescription medication to take effect.
This page is intentionally blank.
Planning Your Day

Each day, before children arrive in your program, you’ll need to plan for the medication needs of children in your program. Follow these tips to plan your day.

- Review each current Medication Consent Form for the following:
  - The time the medication is due
  - The symptoms to look for if the medication is “as needed” medication
  - The expiration date to make sure the consent is not expired

- Check each medication’s expiration date, including any stock medication.

- Check how much medication is left so you can let parents know when your supply is getting low.

- Decide where you will give medication. A safe area should be:
  - well lit;
  - where you can provide adequate supervision when giving the medication;
  - near all of the supplies you need to give the medication, like paper towels and gloves; and
  - clean before you give medication.

You’ll also need to be flexible once the children arrive at your program, since you may need to change your plan:

- Ensure the program has enough approved medication administrants present if one calls out sick.

- For field trips, make sure staffing is sufficient to ensure that medication administrants will be available both to children on the field trip and those remaining at the program.

- Have procedures in place for notifying parents when no approved medication administrants are available and arranging for the child’s medication needs (such as having a relative within the third degree of consanguinity come to the program to administer the medication).

You may find out information when children arrive at your program:

- Medication may have been taken before coming to your program.
- New medication may be needed.
- Medication doses may change or be discontinued.
This page is intentionally blank.
Exercise: Accepting Medication

Directions:
Pair up with another participant. Using your handouts, read each case study and answer the questions.

Case Study 1: Carly McMahon is a ten-month-old child in your program. When her mother drops her off, she tells you Carly is teething and is uncomfortable and irritable. She also says she spoke with Carly’s doctor last night and the doctor recommended she give her Tylenol® for the pain. Her mother gives you a bottle of Infants’ Tylenol Oral Suspension with Carly’s name on it and asks you to give her a dose at 1PM today. She does not have a completed Medication Consent Form signed by Carly’s health care provider.

1. Do you have the required instructions from Carly’s doctor to accept the medication? How do you determine this?

If not, is there anything you can do so you can accept the medication from Carly’s mother?
Case Study 2: Joshua Liebowitz is a four-year-old child in your program. You have been giving him a medication called carbamazepine (CAR-buh-MAZ-uh-teen) every day at 12PM for the last nine months to prevent seizures. He has been doing very well and has not had a seizure since taking the medication. Today, Joshua’s father drops him off and tells you Joshua’s doctor wants to lower the amount of the carbamazepine Joshua takes. Joshua’s father gives you new written instructions from the doctor (see next page) but does not have a new bottle of medicine, since there is still plenty of medicine left and the pharmacy won’t fill a new prescription yet.

1. Do you have the required instructions from Joshua’s doctor to accept the medication?

2. You see that Box 13 is checked on Joshua’s consent form. The label on the carbamazepine bottle you have stored at the program does not match the dose written on the consent form. Do you need a new medication label that matches the new written health care provider instructions before you agree to give the medication?

What else do you need to do?
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).

<table>
<thead>
<tr>
<th>1. Child’s First and Last Name:</th>
<th>2. Date of Birth:</th>
<th>3. Child’s Known Allergies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Liebowitz</td>
<td>2/6/XXXX (4 years old)</td>
<td>None</td>
</tr>
</tbody>
</table>

4. Name of Medication (including strength): Carbamazepine suspension (100mg/5ml)
5. Amount/Dosage to be Given: 1 tsp
6. Route of Administration: oral

7A. Frequency to be administered: 12 noon

OR

7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters):

8A. Possible side effects: ☐ See package insert for complete list of possible side effects (parent must supply)

AND/OR

8B. Additional side effects:

9. What action should the child care provider take if side effects are noted:
☐ Contact parent ☐ Contact health care provider at phone number provided below
☐ Other (describe):

10A. Special instructions: ☐ See package insert for complete list of special instructions (parent must supply)

AND/OR

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): seizure disorder

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?
☐ No ☐ 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?
☐ No ☐ Yes If you checked yes, complete (#34 -#35) on the back of this form.

14. Date Health Care Provider Authorized: 10/13/XXXX
15. Date to be Discontinued or Length of Time in Days to be Given: 4/13/XXXX

16. Licensed Authorized Prescriber’s Name (please print): Gary Marchione, MD
17. Licensed Authorized Prescriber’s Telephone Number: (914) 555-1998
18. Licensed Authorized Prescriber’s Signature: X Gary Marchione
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., 12pm):

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

Joshua Liebowitz

21. Parent's Name (please print):

Gabriel Liebowitz

22. Date Authorized:

10/14/XXXX

23. Parent's Signature:

X Gabriel Liebowitz

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

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:

10/14/XXXX

30. Staff Signature:

X Carla Carson

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.

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: 10/13/XXXX

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 Gary Marchione
**Case Study 1:** Carly McMahon is a ten-month-old child in your program. When her mother drops her off, she tells you Carly is teething and is uncomfortable and irritable. She also says she spoke with Carly’s doctor last night and the doctor recommended she give her Tylenol® for the pain. Her mother gives you a bottle of Infants’ Tylenol Oral Suspension with Carly’s name on it and asks you to give her a dose at 1PM today. She does not have a completed Medication Consent Form signed by Carly’s health care provider.

1. Do you have the required instructions from Carly’s doctor to accept the medication? How do you determine this?

   **No.** To administer OTC medication to a child under 18 months of age, you need to obtain and document verbal permission from the parent and verbal instructions from the child’s health care provider.

If not, is there anything you can do so you can accept the medication from Carly’s mother?

   **Yes.** Document that you received verbal permission from the mother and obtain and document verbal instructions from the child’s health care provider.
**Case Study 2:** Joshua Liebowitz is a four-year-old child in your program. You have been giving him a medication called carbamazepine every day at 12PM for the last nine months to prevent seizures. He has been doing very well and has not had a seizure since taking the medication. Today, Joshua’s father drops him off and tells you Joshua’s doctor wants to lower the amount of the carbamazepine Joshua takes. Joshua’s father gives you new written instructions from the doctor (see next page) but does not have a new bottle of medicine, since there is still plenty of medicine left and the pharmacy won’t fill a new prescription yet.

1. Do you have the required instructions from Joshua’s doctor to accept the medication?
   Yes.

2. You see that Box 13 is checked on Joshua’s consent form. The label on the carbamazepine bottle you have stored at the program does not match the dose written on the consent form. Do you need a new medication label that matches the new written health care provider instructions before you agree to give the medication?
   No.

What else do you need to do?

Notify (verbally and in writing) all staff who are approved to administer medication that the instructions on the pharmacy label do not match the health care provider’s instructions.
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: Joshua Liebowitz
2. Date of Birth: 2/6/XXXX (4 years old)
3. Child’s Known Allergies: None

4. Name of Medication (including strength): Carbamazepine suspension (100mg/5ml)
5. Amount/Dosage to be Given: 1 tsp
6. Route of Administration: oral

7A. Frequency to be administered: 12 noon

OR
7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters):

8A. Possible side effects: ☑ See package insert for complete list of possible side effects (parent must supply)

AND/OR
8B. Additional side effects:

9. What action should the child care provider take if side effects are noted:
   - ☑ Contact parent
   - ☐ Contact health care provider at phone number provided below
   - ☐ Other (describe):

10A. Special instructions: ☑ See package insert for complete list of special instructions (parent must supply)

AND/OR
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): seizure disorder

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?
   - ☑ No
   - ☐ 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?
   - ☑ No
   - ☐ Yes If you checked yes, complete (#34 - #35) on the back of this form.

14. Date Health Care Provider Authorized: 10/13/XXXX
15. Date to be Discontinued or Length of Time in Days to be Given: 4/13/XXXX

16. Licensed Authorized Prescriber’s Name (please print): Gary Marchione, MD
17. Licensed Authorized Prescriber’s Telephone Number: (914) 555-1998

18. Licensed Authorized Prescriber’s Signature: X Gary Marchione
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):
   Joshua Liebowitz

21. Parent’s Name (please print):
   Gabriel Liebowitz

22. Date Authorized:
   10/14/XXXX

23. Parent’s Signature:
   X Gabriel Liebowitz

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

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:
   10/14/XXXX

30. Staff Signature:
   X Carla Carson

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.
   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: 10/13/XXXX

   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 Gary Marchione
Giving Medication to Children

You know the personalities of the children in your program. Use this knowledge when you give medication to help keep the process safe.

**General Principles of Medication Administration**

When giving medication:

- Always act confidently and let the child know you expect cooperation.
- After giving the medication, thank the child.
- Remember, what works for one child may not always work with another, so be flexible.
- Talk to parents about how they get their child to take medication and try to follow the same routine when possible.

**STOP**

Sometimes you cannot safely get a child to take medication.

- **Never yell at, threaten or restrain a child in any way in order to get her to cooperate.**
  
  Never force a crying child to take medication.
- If you cannot give the medication safely to the child, call the child’s parent.
- Remember to write down why you didn’t give the medication in the child’s log.

Here are some tips for safely giving medication to the children in your program:

**Infants**

- Talk in a calm, soothing voice.
- Listen to relaxing music.
- Rock the baby before and after giving any medication.
- Give medicine prior to a feeding, unless the health care provider’s instructions specifically state to not give before a feeding.
- Don’t add to formula or breast milk.

**Toddlers**

- Use age-appropriate language.
- Never call medicine “candy” or “candy-flavored” (e.g., pink amoxicillin “bubble gum” flavored medicine)
- Let the child cuddle a toy.
- Give the toddler some control, such as, “What color cup do you want to use?”
- Practice giving medicine to a doll or stuffed animal.
- Plan for time before and after giving the medication to soothe the child.
**Preschoolers**
- Prepare the child to take the medication.
- Have the child think about a favorite place or thing to do while taking the medication.
- Give a choice, such as, “What do you want to play with after?”

**School Age Children**
- Prepare the child to take the medication.
- Help the child relax by having her imagine a favorite place or take deep breaths.
- Have the child take an active role in the medication-taking process.
- Give as much control as possible.
- Allow the child to express feelings about having to take the medication.
Special Situations

Once you have accepted responsibility to give medication to a child in your program, you must give it as instructed. However, there may be times when the child is in your program and you are not able to give the medication safely. There is a section on the back of the Log of Medication Administration for you to write down when you do not give the dose as instructed.

► If the child refuses or you cannot safely give the medication:
  ◆ Do not force the child to take the medication.
  ◆ Notify the child’s parent immediately.
  ◆ Write in the child’s log that the dose was not given and the reason why.
  ◆ Look at your program’s health care plan for any additional actions.

► If the child spits up (or vomits) immediately or soon after getting medication:
  ◆ Do not administer the dose again.
  ◆ Notify the child’s parent as soon as possible and report what happened.
  ◆ Write in the child’s log that the child spit up (or vomited) some of the medication, consult the medication side effects information and call the child’s parent to inform them and to advise them to contact the child’s health care provider.

► If the child is absent or is not scheduled to be in your program:
  ◆ You do not need to write this in the child’s Log of Medication Administration, since this is not a missed dose.

► If you run out of medication and the parent has not given you a new supply:
  ◆ Write in the child’s log that you were not able to give the medication and the reason why.

► If the parent tells you to stop giving the medication before the date written on the consent form:
  ◆ Have the parent fill out the back on the consent form with the new discontinue date.
  ◆ Give the medication back to the parent.
Giving Medication Safely

You know the importance of matching the **Five Rights** written on the consent form with the information written on the medication label or package. Always have any supplies you may use **before** getting ready. You will match this information three times when:

1. **Getting ready to give the medication:**
   - Look at the child’s log to make sure the child didn’t get the medication already.
   - Get the correct child and make sure the child is ready to get the medication.
   - Wash your hands and the child’s hands.
   - Once the child is ready, bring the child’s consent form to where you store the medication and match the **Five Rights.**
     - □ child’s full name □ medication □ dose □ route □ time
   - Once you take the medication from the storage area, you must never leave it in a place that is accessible to children.
   - Check the instructions and package information to see if there are any special instructions for giving the medication, such as with food or on an empty stomach.
   - If you did not check the expiration date on the consent form and medication at the beginning of the day, check it now.
   - Follow the instructions to prepare the medication. This will be different depending on the route and the medication. Look at the package or insert, if needed.

2. **Giving the medication:**
   - Match the **Five Rights.**
     - □ child’s full name □ medication □ dose □ route □ time
   - Give the medication by following the instructions written on the package, the consent form and any special instructions for the way you are giving the medication. (See Handouts 7.1 – 7.8.)

3. **Writing down that you gave the medication:**
   - Immediately write down that you gave the medication in the child’s log.
   - Match the **Five Rights.**
     - □ child’s full name □ medication □ dose □ route □ time
   - Return the medication to the storage area.
   - Wash your hands and the child’s hands again.
   - Help the child return to the group.
This page is intentionally blank.
Hand Washing

Caregivers and volunteers must thoroughly wash their hands with soap and running water:
- at the beginning of each day,
- before and after the administration of medications,
- when they are dirty,
- after toileting or assisting children with toileting,
- after changing a diaper,
- before and after food handling or eating,
- after handling pets or other animals,
- after contact with any bodily secretion or fluid, and
- after coming in from outdoors.

Caregivers and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water:
- when they are dirty,
- after toileting,
- before and after food handling or eating,
- after handling pets or other animals,
- after contact with any bodily secretion or fluid, and
- after coming in from outdoors.

All staff, volunteers, and children will wash their hands using the following steps:
1) Moisten hands with water and apply liquid soap.
2) Rub hands with soap and water for at least 30 seconds – remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry.
3) Rinse hands well under running water with fingers down so water flows from wrist to finger tips.
4) Leave the water running.
5) Dry hands with a disposable paper towel or approved drying device.
6) Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door.
7) Discard the towel in an appropriate receptacle.
8) Apply hand lotion, if needed.

When soap and running water is not available and hands are visibly soiled, individual wipes may be used in combination with hand sanitizer. The use of hand sanitizers on children under the age of two (2) years is prohibited.

1 Adapted from the Office of Children and Family Services Health Care Plan, Appendix B.
Gloves are worn for your protection. When you give some types of medication to children, you may come in contact with the child’s body fluids. Since body fluids may be infected with transmittable illnesses, it is important to protect yourself by wearing gloves. Wear gloves whenever there is a possibility of contact with:

- all body fluids such as:
  - nasal secretions
  - saliva
  - tears
  - vomit
  - urine
  - stool
- blood
- non-intact (broken) skin
- mucous membranes, like gums and nasal passages

### How to Use Gloves

1. Wash hands.
2. Put on a clean pair of gloves. Do not reuse medical gloves.
3. Administer the treatment or medication or clean the medication prep site.
4. Remove the first glove by pulling at the palm and stripping the glove off. The entire outside surface of the gloves is considered dirty. Have dirty surfaces touch dirty surfaces only.
5. Ball up the first glove in the palm of your other gloved hand.
6. Use your ungloved hand to strip off the other glove without touching the outside of the glove with your ungloved hand. Insert a finger underneath the glove at the wrist and push the glove up and over the glove in your palm. The inside surface of your glove and your ungloved hand are considered clean. Be careful to touch clean surfaces to clean surfaces only. Do not touch the outside of the glove with your ungloved hand.
7. Drop the dirty gloves into a plastic-lined trash receptacle.
8. Wash hands.

**Glove use does not replace hand washing. You must always wash your hands after removing and disposing of medical gloves.**

---

1 Adapted from the Office of Children and Family Services Health Care Plan, Appendix F.
This page is intentionally blank.
Cleaning, Sanitizing and Disinfecting

Appendix E: Cleaning, Sanitizing and Disinfecting

Equipment, toys, and objects used or touched by children will be cleaned, and sanitized or disinfected, as follows:

1. Equipment that is frequently used or touched by children on a daily basis must be cleaned and then sanitized or disinfected, using an EPA-registered product, when soiled and at least once weekly.

2. Carpets contaminated with blood or bodily fluids must be spot-cleaned.

3. Diapering surfaces must be disinfected after each use, with an EPA-registered product following label directions for disinfecting diapering surfaces.

4. Countertops, tables and food preparation surfaces (including cutting boards) must be cleaned and sanitized before and after food preparation and eating.

5. Potty chairs must be emptied and rinsed after each use, and cleaned and then sanitized or disinfected daily with a disinfectant with an EPA-registered product following label directions for that purpose. If more than one child in the program uses the potty chair, the chair must be emptied, rinsed, cleaned, and sanitized or disinfected with an EPA-registered product after each use. Potty chairs must not be washed out in a hand washing sink, unless that sink is cleaned, then disinfected after such use.

6. Toilet facilities must be kept clean at all times, and must be supplied with toilet paper, soap, and towels accessible to the children.

7. All rooms, equipment, surfaces, supplies and furnishings accessible to children must be cleaned and then sanitized or disinfected, using an EPA-registered product following label directions for that purpose, as needed to protect the health of children.

8. Thermometers and toys mouthed by children must be washed and disinfected using an EPA-registered product following label directions for that purpose before use by another child.

Sanitizing and Disinfecting Solutions

Unscented chlorine bleach is the most commonly used sanitizing and disinfecting agent, because it is affordable and easy to get. The State Sanitary Code measures sanitizing or disinfecting solution in "parts per million," but programs can make the correct strength sanitizing or disinfecting solution (without having to buy special equipment) by reading the label on the bleach container and using common household measurements.

Read the Label

Sodium hypochlorite is the active ingredient in chlorine bleach. Different brands of bleach may have different amounts of this ingredient: the measurements shown in this appendix are for bleach containing 6 percent to 8.25 percent sodium hypochlorite. The only way to know how much sodium hypochlorite is in the bleach is by reading the label. Always read the bleach bottle to determine its concentration before buying it. If the concentration is not listed, you should not buy that product.

Use Common Household Measurements

Using bleach that contains 6 percent to 8.25 percent sodium hypochlorite, programs need to make two standard recommended bleach solutions for spraying nonporous or hard surfaces and a separate solution for soaking toys that have been mouthed by children. Each spray bottle should be labeled with its respective mixture and purpose. Keep it out of children’s reach. The measurements for each type of sanitizing or disinfecting solution are specified on the next page.
SPRAY BLEACH SOLUTION #1 (for food contact surfaces)
Staff will use the following procedures for cleaning and sanitizing nonporous hard surfaces such as tables, countertops and high chair trays:
1. Wash the surface with soap and water.
2. Rinse until clear.
3. Spray the surface with a solution of ½ teaspoon of bleach to 1 quart of water until it glistens.
4. Let sit for two minutes.
5. Wipe with a paper towel or let air-dry.

SPRAY BLEACH SOLUTION #2 (for diapering surfaces or surfaces that have been contaminated by blood or bodily fluids)
Staff will use the following procedures for cleaning and disinfecting diapering surfaces or surfaces that have been contaminated by blood or bodily fluids:
1. Put on gloves.
2. Wash the surface with soap and water.
3. Rinse in running water until the water runs clear.
4. Spray the surface with a solution of 1 tablespoon of bleach to 1 quart of water until it glistens.
5. Let sit for two minutes.
6. Wipe with a paper towel or let air-dry.
7. Dispose of contaminated cleaning supplies in a plastic bag and secure.
8. Remove gloves and dispose of them in a plastic-lined receptacle.
9. Wash hands thoroughly with soap under running water.

SOAKING BLEACH SOLUTION (for sanitizing toys that have been mouthed)
Staff will use the following procedure to clean and sanitize toys that have been mouthed by children:
1. Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard-to-reach places.
2. Rinse in running water until water runs clear.
3. Place toys in soaking solution of 1 teaspoon of bleach to 1 gallon of water.
4. Soak for five minutes.
5. Rinse with cool water.

When sanitizing or disinfecting equipment, toys, and solid surfaces the program will use: (check all that apply; at least one MUST be selected)
- ☐ EPA-registered product approved for sanitizing and disinfecting, following manufacturer instructions for mixing and application
- ☐ Bleach solution made fresh each day
  - o Spray solution #1: ½ teaspoon of bleach to 1 quart of water.
  - o Spray solution #2: 1 tablespoon of bleach to 1 quart of water.
  - o Soaking solution: 1 teaspoon of bleach to 1 gallon of water.
Applying Medication Topically

Topical medication comes in many forms such as:

- gels
- creams
- ointments
- aerosols

In addition to any medication-specific instructions, follow these principles when applying medication topically:

- You should wear gloves if:
  - the skin on your hands is cut, scabbed or broken;
  - the child’s skin where the medication is to be applied is cut, scabbed or broken;
  - the medication to be applied should not touch your skin; or
  - you feel more comfortable wearing gloves to apply the medication.

- For non-aerosol topical medication, squeeze the appropriate amount of medication into your gloved hand.

- If you need to apply more medication, change gloves and squeeze the medication into the clean glove.

- Apply or spray the medication evenly on the skin.

- When spraying any topical medication, shield the child’s face or have the child turn away from the spray and close his/her eyes.
This page is intentionally blank.
Applying Medicated Patches

Medicated patches are applied to the child’s skin so the medication can be slowly absorbed by the child’s body. Medicated patches are left on the child for different lengths of time, so be sure you know if you or the parent is responsible for removing it.

You should also know what to do if the child removes the patch or if it falls off before the scheduled time to remove it.

In addition to any medication-specific instructions, follow these principles when applying a medicated patch:

- Before you put the patch on the child, write the date and time on it with a waterproof pen or marker.
- Put on gloves. You should wear gloves if:
  - the skin on your hands is cut, scabbed or broken;
  - the child’s skin where the medication is to be applied is cut, scabbed or broken;
  - the medication to be applied should not touch your skin; or
  - you feel more comfortable wearing gloves to apply the medication.
- Choose the area where you will put the new patch. The area you choose should be free from any cuts or broken skin. Alternate sites unless otherwise instructed.
- Clean the area where you are putting the patch with soap and water.
- Be sure the area is dry before you put the patch on.

Follow these principles when removing a medicated patch:

- Put on gloves and remove the patch.
- Clean any medication left on the child’s skin using soap and water, unless otherwise instructed.
- Throw away the used patch, rolled up inside the dirty gloves.
This page is intentionally blank.
Giving Medication by Mouth

Oral medication comes in many forms, such as tablets, liquids and melts, or it may be rubbed on the gums in the mouth.

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

- When removing medication from a container, avoid touching it with your bare hands. Pour the number of tablets or capsules you need into the container cap and then into a small cup. If you pour too much, return the excess to the bottle without touching it.
- If your hands may come into direct contact with the medication (such as opening a capsule), you must wear gloves. Whether or not you must wear gloves depends on how the medication is prepared and if you may be exposed to any body fluids while giving it.
- Never crush or split medication or open capsules unless instructed to do so by the pharmacist or child’s health care provider.
- If you need to put the medication in food, use only a small amount of food to be sure the child can finish it all.
- If the child needs to swallow the medication, watch the child take the medication and look in the child’s mouth and under the tongue to make sure the child swallowed it.
Measuring Liquid Medication

The child’s full name must be written on the measuring tool. The tool must also have the exact measurement that matches the amount of medication the instructions tell you to give. Do not convert doses from one form of measurement to another.

In addition to any medication-specific instructions, follow these principles when measuring any liquid medication:

- If you want to mark the correct dose on the tool, be sure to mark next to the measurement line, not over it.
- To avoid getting medication on the label, pour the medication out of the bottle away from the label.
- Use the lowest point of the curvature, not the edges, to make sure you have the right amount of medication.
- If you pour too much into the tool, pour the excess into a clean disposable cup.
- If you need more medication, instead of using the medication bottle, use the extra in the clean disposable cup to get the right dose.
- Unless otherwise instructed, you can return this leftover medication to the original container.

**If you are using a MEDICINE CUP:**
- Put the cup on a flat surface after you have poured the medication and check it at eye level.
- Pour a small amount of water into the cup after you give the medication and swish it around to get any medication that may have stuck to the sides and have the child drink the water.

**If you are using a DOSING SPOON:**
- Check the medication dose at eye level.
- Wipe off any excess medication that may be on the outside or in the “lip” of the dosing spoon to make sure you are giving the correct dose.
- Pour a small amount of water into the spoon after you give the medication and swish it around to get any medication that may have stuck to the sides and have the child drink the water.
If you are using an **ORAL MEDICATION SYRINGE:**

- If there is a cap on the syringe, take it off and throw it away, as this can be a choking hazard.
- Make sure the plunger is pushed all the way down into the syringe and draw up the medication.
  - *If the bottle has an adapter,* put the syringe in the adapter and pull the syringe plunger until you get the correct dose.
  - Follow any other directions provided.
  — *OR—*
  - *If the bottle does not have an adapter,* pour a small amount of medication into a disposable cup.
  - Place the tip of the syringe into the liquid in the disposable cup.
  - Pull the plunger to draw up the right dose of medication.
- Bring the top of the plunger to the line on the syringe that is the right dose.
- The tip of the syringe must be filled with medicine in order for the dose to be correct.

*Top of plunger* → *Measurement line for correct dose* → *Syringe tip with medication*

- Remove all air bubbles. To do this:
  - Turn the syringe so the tip is pointing toward the ceiling.
  - Tap the syringe to move the air bubbles to the top of the syringe.
  - Slowly push the plunger until the air bubbles are gone.
  - If the syringe tip is offset, you may need to angle the syringe to push all of the air bubbles out.
- Recheck the syringe at eye level to make sure the dose is correct.
- Wipe off any medication on the outside of the syringe to be sure you are giving the correct dose.
- Carefully place the syringe in the child’s mouth between the rear gum and cheek. Do not squirt more medication than the child can swallow at one time.
Cleaning Medication Tools
Always keep medication tools clean. This will help avoid giving a wrong dose and prevent possible infections. You can wash medicine cups, dosing spoons, oral syringes and pill crushers with dishwashing soap and water. Never put an oral medication syringe in the dishwasher.
This page is intentionally blank.
Giving Medication Inhaled by Mouth

Medication can be inhaled by mouth using an inhaler, inhaler with a spacer, a nebulizer or other device.

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.
Giving Medication Inhaled Through the Nose

Medication can be inhaled into the body through the nose using a spray or drops.

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

• 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.

• It’s a good idea to have the child blow his/her nose or wipe away any visible mucous.

• Let the child know (s)he may taste the drops or spray.

• Position the child’s head, tilted slightly back.

• When using a dropper-tipped bottle, gently push up on the tip of the child’s nose so you can see the nostrils and put the tip just a little into the nose.

• When using a nasal spray, plug the other nostril as you give the dose so the child can breathe the medication in correctly.

• Wipe the dropper tip or sprayer tip off after giving the dose.
This page is intentionally blank.
Giving Medication in the Eye

Medication can be given in the eye using drops or ointment.

In addition to any medication-specific instructions, follow these principles when putting medication in the eye:

- When giving medication to only one eye, be careful to put the medication into the correct eye. Remember that if the child is facing you, the child’s eye on your left side is actually the child’s right eye, so be sure you know which eye is the correct eye.
- 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.
- Clean the child’s eye with a clean tissue, wiping from the inner corner to the outside edge.
- Have the child sit or lie down. Older children can usually sit for eye drop medication. You may find it easier to have a young child lie down.
- With one hand, make a pocket in the child’s lower eyelid.
- Using your other hand, put the medication in the pocket of the child’s lower eyelid. Do not drop directly into the eye.
- Very often children blink when getting eye drops. If the drop completely misses his eye, you can give the dose again. If any amount gets in the eye, don’t give another dose.
- If giving an ointment, start from the inner part of the eye that is closest to the child’s nose and go outward toward the child’s ear.
Giving Medication in the Ear

In addition to any medication-specific instructions, follow these principles to put medication in the ear:

- If the outer part of the child’s ear has some crusting or earwax, you should put on gloves and gently remove this with a single-use towel. Do not put anything into the child’s ear canal.
- Many ear drops are kept in the refrigerator, so be sure to warm any cold medicine by rolling the bottle between the palms of your hands.
- When you are ready to give the drop, straighten the child’s ear canal.

  - For children under 3:
    Hold earlobe and gently pull down and back.

  - For children over 3:
    Hold upper part of ear and gently pull up and back.

- Place the drops so they will roll into the ear along the side of the ear canal. Be careful to not drop directly into the ear. This can be painful and cause the child to experience nausea or dizziness.
This page is intentionally blank.
Skills Practice Scenario:
Giving Liquid by Mouth

Scenario
Michelle Lewis is a three-year-old child who attends your program. She has an ear infection and gets an antibiotic called amoxicillin, given every day at 2PM for two weeks. Her mother gave you a medicine cup to use when giving the medication.

Today is October 4th at 1:50PM.

Using the attached paperwork, give Michelle her medication.
This page is intentionally blank.
**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).**

<table>
<thead>
<tr>
<th>1. Child’s First and Last Name:</th>
<th>Michelle Lewis</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Date of Birth:</td>
<td>9/19/XX</td>
</tr>
<tr>
<td>3. Child’s Known Allergies:</td>
<td>None</td>
</tr>
<tr>
<td>4. Name of Medication (including strength):</td>
<td>Amoxicillin suspension 250mg/5ml</td>
</tr>
<tr>
<td>5. Amount/Dosage to be Given:</td>
<td>1 teaspoon</td>
</tr>
<tr>
<td>6. Route of Administration:</td>
<td>Oral</td>
</tr>
<tr>
<td>7A. Frequency to be administered:</td>
<td>2PM</td>
</tr>
<tr>
<td>OR 7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters):</td>
<td></td>
</tr>
<tr>
<td>8A. Possible side effects:</td>
<td>☑ See package insert for complete list of possible side effects (parent must supply)</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
</tr>
<tr>
<td>8B: Additional side effects:</td>
<td></td>
</tr>
<tr>
<td>9. What action should the child care provider take if side effects are noted:</td>
<td>☑ Contact parent  ☐ Contact health care provider at phone number provided below  ☐ Other (describe):</td>
</tr>
<tr>
<td>10A. Special instructions:</td>
<td>☑ See package insert for complete list of special instructions (parent must supply)</td>
</tr>
<tr>
<td>AND/OR</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
</tr>
<tr>
<td>11. Reason for medication (unless confidential by law):</td>
<td>Ear infection</td>
</tr>
<tr>
<td>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?</td>
<td>☑ No  ☐ Yes  If you checked yes, complete (#33 and #35) on the back of this form.</td>
</tr>
<tr>
<td>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?</td>
<td>☑ No  ☐ Yes  If you checked yes, complete (#34 - #35) on the back of this form.</td>
</tr>
<tr>
<td>14. Date Health Care Provider Authorized:</td>
<td>10/1/XX</td>
</tr>
<tr>
<td>15. Date to be Discontinued or Length of Time in Days to be Given:</td>
<td>14 days</td>
</tr>
<tr>
<td>16. Licensed Authorized Prescriber’s Name (please print):</td>
<td>Nancy Wallace, MD</td>
</tr>
<tr>
<td>17. Licensed Authorized Prescriber’s Telephone Number:</td>
<td>(914) 564-9832</td>
</tr>
<tr>
<td>18. Licensed Authorized Prescriber’s Signature:</td>
<td>X Nancy Wallace, MD</td>
</tr>
</tbody>
</table>
**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)*:

Michelle Lewis

21. Parent’s Name *(please print)*:

Jennifer LaBarge

22. Date Authorized:

10/1/XX

23. Parent’s Signature:

Jennifer LaBarge

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

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)*:

Anne Barber

29. Date Received from Parent:

10/2/XX

30. Staff Signature:

Anne Barber

**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:

Jennifer LaBarge

**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:

Jennifer LaBarge
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:** Michelle Lewis

**MEDICATION:** Amoxicillin suspension (250mg/5ml)

<table>
<thead>
<tr>
<th>Date Given (M/D/Y)</th>
<th>Dose</th>
<th>Time (AM or PM)</th>
<th>Administered by (full signature)</th>
<th>Dose</th>
<th>Time (AM or PM)</th>
<th>Administered by (full signature)</th>
<th>Were parents notified of side effects?</th>
<th>Any Noted Side Effects</th>
<th>Were parents notified “as needed” medicine was given</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2/XX 1 tsp</td>
<td>AM</td>
<td>2:00 PM</td>
<td>Anne Barber</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/3/XX 1 tsp</td>
<td>AM</td>
<td>2:05 PM</td>
<td>Anne Barber</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For “as needed” medication – write the symptoms the child exhibited that necessitated the need for the medication.
**LOG OF MEDICATION ADMINISTRATION**

Complete this section if the above medication was not given as written on the child’s written consent form

<table>
<thead>
<tr>
<th>Date Not Given</th>
<th>Description of reason why medication not given</th>
<th>Parents notified</th>
<th>Signature of Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

---

**NEW YORK STATE**

**OFFICE OF CHILDREN AND FAMILY SERVICES**

**OCFS-LDSS-7004 (5/2014) REVERSE**

**Skills Practice 7.3**
**Skills Practice Pharmacy Print-Out: Amoxicillin**

**DRUG NAME:** AMOXICILLIN SUS 250/5ML  
**GENERIC NAME:** AMOXICILLIN (a-mox-i-SILL-in)  

**HOW TO USE THIS MEDICINE:** Follow the directions for using this medicine provided by your doctor. SHAKE WELL before taking a dose. Use a measuring device marked for medicine dosing. Ask your pharmacist for help if you are unsure of how to measure this dose. You may mix this medicine with milk or formula before taking it. If you mix this medicine with milk or formula, use it immediately after mixing. THIS MEDICINE MAY BE TAKEN on an empty stomach or with food. Refrigeration may improve the taste of this medicine, but may not be required. Depending on the brand, when stored at room temperature, this medicine may expire earlier than if it was refrigerated. Check the bottle or ask your pharmacist to see if (and for how long) you can store this medicine at room temperature. TO CLEAR UP YOUR INFECTION COMPLETELY, continue taking this medicine for the full course of treatment even if you feel better in a few days. Do not miss any dose. IF YOU MISS A DOSE OF THIS MEDICINE, take 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. Do not take 2 doses at once.  

**CAUTIONS:** DO NOT TAKE THIS MEDICINE IF YOU HAVE HAD A SEVERE ALLERGIC REACTION to a penicillin antibiotic (such as amoxicillin, ampicillin) or a cephalosporin antibiotic (such as Cefclor, Keflex, Ceftin, Duricef). A severe reaction includes a severe rash, hives, breathing difficulties, or dizziness. If you have a question about whether you are allergic to this medicine, contact your doctor or pharmacist. IF MODERATE TO SEVERE DIARRHEA OCCURS during or after treatment with this medicine, check with your doctor or pharmacist. Do not treat it with non-prescription (over-the-counter) medicines. IF YOU EXPERIENCE difficulty breathing or tightness of chest; swelling of eyelids, face, or lips; or develop a rash or hives, tell your doctor immediately. Do not take any more of this medicine unless your doctor tells you to do so. This medicine may cause temporary staining of the teeth. Proper brushing will usually remove this staining and may prevent it from occurring. IF YOU HAVE DIABETES, this medicine may cause false test results with some urine glucose tests. Check with your doctor before you adjust the dose of your diabetes medicine or change your diet.  

**POSSIBLE SIDE EFFECTS:** SIDE EFFECTS, that may go away during treatment, include nausea, vomiting, mild diarrhea, or irritation of mouth or throat. If they continue or are bothersome, check with your doctor. CHECK WITH YOUR DOCTOR AS SOON AS POSSIBLE if you experience vaginal irritation or discharge. 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:** Some medicines or medical conditions may interact with this medicine. INFORM YOUR DOCTOR OR PHARMACIST of all prescription and over-the-counter medicine that you are taking. DO NOT TAKE THIS MEDICINE if you are also taking tetracycline antibiotics. ADDITIONAL MONITORING OF YOUR DOSE OR CONDITION may be needed if you are taking anticoagulants or methotrexate. Inform your doctor of any other medical conditions or allergies. Contact your doctor or pharmacist if you have any questions about taking this medicine.  

**OVERDOSE:** If overdose is suspected, contact your local poison control center or emergency room immediately. Symptoms of overdose may include nausea, vomiting, and diarrhea.  

**ADDITIONAL INFORMATION:** If your symptoms do not improve within a few days or it they become worse, check with your doctor. 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.  

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.
This page is intentionally blank.
Evaluation Chart for Skills Demonstration

Remember, you cannot give verbal or nonverbal cues to the participant while (s)he is performing the skills demonstration. As the participant completes each step successfully, mark a √ in the box. If the participant does not complete the step, leave the box blank. If the participant makes an error while performing a step, write down your observations.

Name of person completing demonstration: __________________________________________

Attempt:  □ 1st  □ 2nd

Name of person completing evaluation: __________________________________________

<table>
<thead>
<tr>
<th>Task</th>
<th>Observed Skill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks Michelle’s Log of Medication Administration to be sure that the medication has not already been given.</td>
<td></td>
</tr>
<tr>
<td>Gets Michelle and makes sure she is ready to take the medication.</td>
<td></td>
</tr>
<tr>
<td>States that (s)he washed his/her hands and Michelle’s hands.</td>
<td></td>
</tr>
<tr>
<td>Brings consent form to medication storage area and gets correct medication by matching the Five Rights. When matching the Five Rights, the participant looks at both the consent form and medication package or label and states each right (i.e., the right medication is Amoxicillin and shows you where it is written on the consent form and the medication label) out loud while matching.</td>
<td></td>
</tr>
<tr>
<td>Put a check in each box below as the participant correctly states each of the Five Rights:</td>
<td></td>
</tr>
<tr>
<td>□ Michelle Lewis  □ Amoxicillin suspension 250mg/5ml  □ 1 tsp  □ oral  □ 2PM</td>
<td></td>
</tr>
<tr>
<td>Checks the medication or pharmacy label for an expiration date.</td>
<td></td>
</tr>
<tr>
<td>□ Put a check mark in this box if the participant successfully got the medication ready to give before giving the medication to the child.</td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Observed Skill?</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Shakes the medication well.</td>
<td></td>
</tr>
<tr>
<td>Pours a small amount of medication into a clean cup, pouring the</td>
<td></td>
</tr>
<tr>
<td>medication away from the label.</td>
<td></td>
</tr>
<tr>
<td>Pours the medication in the medicine cup, puts the cup on a flat</td>
<td></td>
</tr>
<tr>
<td>surface and checks the correct dose at eye level.</td>
<td></td>
</tr>
<tr>
<td>Matches the <strong>Five Rights</strong> before giving the medication to Michelle</td>
<td></td>
</tr>
<tr>
<td>by looking at both the consent form and medication package or label.</td>
<td></td>
</tr>
<tr>
<td>Participant states each right out loud while matching.</td>
<td></td>
</tr>
<tr>
<td>Put a check in each box below as the participant correctly states</td>
<td></td>
</tr>
<tr>
<td>each of the <strong>Five Rights</strong>:</td>
<td></td>
</tr>
<tr>
<td>✑ Michelle Lewis  ☑ Amoxicillin suspension 250mg/5ml  ☑ 1 tsp  ☑ oral</td>
<td></td>
</tr>
<tr>
<td>☑ 2PM</td>
<td></td>
</tr>
<tr>
<td>Gives the medication to Michelle.</td>
<td></td>
</tr>
<tr>
<td>Pours a small amount of water into the cup to get any medication</td>
<td></td>
</tr>
<tr>
<td>that may have stuck to the sides and gives that to Michelle.</td>
<td></td>
</tr>
<tr>
<td>✅ Put a check mark in this box if the participant successfully gave</td>
<td></td>
</tr>
<tr>
<td>the medication to the child.</td>
<td></td>
</tr>
</tbody>
</table>
## Writing Down the Medication Administration

<table>
<thead>
<tr>
<th>Task</th>
<th>Observed Skill?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately after giving the medication, the participant correctly and thoroughly writes down that (s)he gave the medication in Michelle’s <em>Log of Medication Administration</em>.</td>
<td></td>
</tr>
<tr>
<td>Date: 10/04/XXXX</td>
<td></td>
</tr>
<tr>
<td>Dose: 1 teaspoon</td>
<td></td>
</tr>
<tr>
<td>Time: 1:50PM or can adjust to time taken to give—<em>must include AM/PM</em></td>
<td></td>
</tr>
<tr>
<td>Signature: Must sign where indicated</td>
<td></td>
</tr>
<tr>
<td>Matches the <strong>Five Rights</strong> by looking at both the consent form and medication package or label. Participant states each right aloud while matching.</td>
<td></td>
</tr>
<tr>
<td><strong>Put a check in each box below as the participant correctly states each of the Five Rights:</strong></td>
<td></td>
</tr>
<tr>
<td>✗ Michelle Lewis ✗ Amoxicillin suspension 250mg/5ml ✗ 1 tsp ✗ oral ✗ 2PM</td>
<td></td>
</tr>
<tr>
<td>The participant does not leave the medication unattended once removed from the safe storage area, and returns the medication to the safe storage area <em>immediately</em> after writing down the medication was given.</td>
<td></td>
</tr>
<tr>
<td>Returns any medicine left in the cup back to the medicine bottle or disposes of leftover medication using an appropriate technique.</td>
<td></td>
</tr>
<tr>
<td>Verbalizes that (s)he washed his/her hands and Michelle’s hands.</td>
<td></td>
</tr>
<tr>
<td>✗ Put a check mark in this box if the participant successfully documented the medication administration and returned the medication safely to the storage area.</td>
<td></td>
</tr>
</tbody>
</table>

### PARTICIPANT SCORE:

- **Pass**
- **Fail** *(Explain: ________________________________)*
- **Incomplete** *(Explain: ________________________________)*

Rater’s Signature: _____________________________________________
Skills Practice Tools: 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 child’s first and last names, medication, route, time, and dose written on the medication to the child’s first and last names, medication, route, time, and dose 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, EpiPens® and creams, 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 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 Tylenol® when the child has a fever of 101°F or above, you would know it’s the right time to give it if the child has a fever of 102°F.
Skills Practice Tools: Giving Medication Safely

You know the importance of matching the Five Rights written on the consent form with the information written on the medication label or package. You will match this information three times when:

1. Getting ready to give the medication:
   - Look at the child’s log to make sure the child didn’t get the medication already.
   - Get the correct child and make sure the child is ready to get the medication.
   - Wash your hands and the child’s hands.
   - Once the child is ready, bring the child’s consent form to where you store the medication and match the Five Rights.
     - child’s full name □ medication □ dose □ route □ time
   - Once you take the medication from the storage area, you must never leave it in a place that is accessible to children.
   - Check the instructions and package information to see if there are any special instructions for giving the medication, such as with food or on an empty stomach.
   - If you did not check the expiration date on the consent form and medication at the beginning of the day, check it now.
   - Follow the instructions to prepare the medication. This will be different depending on the route and the medication. Look at the package or insert, if needed.

2. Giving the medication:
   - Match the Five Rights.
     - child’s full name □ medication □ dose □ route □ time
   - Give the medication by following the instructions written on the package, the consent form and any special instructions for the way you are giving the medication. (See Handouts 7.1 – 7.8.)

3. Writing down that you gave the medication:
   - Immediately write down that you gave the medication in the child’s log.
   - Match the Five Rights.
     - child’s full name □ medication □ dose □ route □ time
   - Return the medication to the storage area.
   - Wash your hands and the child’s hands again.
   - Help the child return to the group.
Skills Practice Tools: Measuring Liquid Medication

The child’s full name must be written on the measuring tool. The tool must also have the exact measurement that matches the amount of medication the instructions tell you to give. Do not convert doses from one form of measurement to another.

In addition to any medication-specific instructions, follow these principles when measuring any liquid medication:

- If you want to mark the correct dose on the tool, be sure to mark next to the measurement line, not over it.
- To avoid getting medication on the label, pour the medication out of the bottle away from the label.
- Use the lowest point of the curvature, not the edges, to make sure you have the right amount of medication.
- If you pour too much into the tool, pour the excess into a clean disposable cup.
- If you need more medication, instead of using the medication bottle, use the extra in the clean disposable cup to get the right dose.
- Unless otherwise instructed, you can return this leftover medication to the original container.

If you are using a MEDICINE CUP:

- Put the cup on a flat surface after you have poured the medication and check it at eye level.
- Pour a small amount of water into the cup after you give the medication and swish it around to get any medication that may have stuck to the sides and have the child drink the water.

If you are using a DOSING SPOON:

- Check the medication dose at eye level.
- Wipe off any excess medication that may be on the outside or in the “lip” of the dosing spoon to make sure you are giving the correct dose.
- Pour a small amount of water into the spoon after you give the medication and swish it around to get any medication that may have stuck to the sides and have the child drink the water.
If you are using an ORAL MEDICATION SYRINGE:

• If there is a cap on the syringe, take it off and throw it away, as this can be a choking hazard.
• Make sure the plunger is pushed all the way down into the syringe and draw up the medication.
  o If the bottle has an adapter, put the syringe in the adapter and pull the syringe plunger until you get the correct dose.
  o Follow any other directions provided.
  —OR—
  o If the bottle does not have an adapter, pour a small amount of medication into a disposable cup.
  o Place the tip of the syringe into the liquid in the disposable cup.
  o Pull the plunger to draw up the right dose of medication.
• Bring the top of the plunger to the line on the syringe that is the right dose.
• The tip of the syringe must be filled with medicine in order for the dose to be correct.

• Remove all air bubbles. To do this:
  o Turn the syringe so the tip is pointing toward the ceiling.
  o Tap the syringe to move the air bubbles to the top of the syringe.
  o Slowly push the plunger until the air bubbles are gone.
  o If the syringe tip is offset, you may need to angle the syringe to push all of the air bubbles out.
• Recheck the syringe at eye level to make sure the dose is correct.
• Wipe off any medication on the outside of the syringe to be sure you are giving the correct dose.
• Carefully place the syringe in the child’s mouth between the rear gum and cheek. Do not squirt more medication than the child can swallow at one time.
Cleaning Medication Tools
Always keep medication tools clean. This will help avoid giving a wrong dose and prevent possible infections. You can wash medicine cups, dosing spoons, oral syringes and pill crushers with dishwashing soap and water. Never put an oral medication syringe in the dishwasher.
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:

<table>
<thead>
<tr>
<th>Triggers</th>
<th>Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respiratory illness, such as a cold or the flu</td>
<td>Follow proper hand washing procedures; clean and sanitize toys and surfaces; flu vaccination</td>
</tr>
<tr>
<td><em>A cold is the most common trigger of asthma in young children.</em></td>
<td></td>
</tr>
<tr>
<td>Tobacco smoke</td>
<td>Do not allow smoking in child care areas. Do not wear clothing that smells like cigarette smoke.</td>
</tr>
<tr>
<td>Cockroach and rodent droppings</td>
<td>Keep kitchen area clean; seal cracks in and around pipes; seal mouse holes.</td>
</tr>
<tr>
<td>Mold</td>
<td>Prevent water leakage; inspect bathrooms often for mold.</td>
</tr>
<tr>
<td>Dust, dust mites</td>
<td>Control dust; vacuum after children leave; mop with wet/damp cloths.</td>
</tr>
<tr>
<td>Pet dander</td>
<td>Keep pets out of child care areas at all times.</td>
</tr>
<tr>
<td>Perfume</td>
<td>Don’t use perfumes or other strongly scented products.</td>
</tr>
<tr>
<td>Emotions, such as excitement or anxiety</td>
<td>Avoid emotional extremes.</td>
</tr>
<tr>
<td>Exercise</td>
<td>Give medication before exercise, if instructed to so by the child’s health care provider.</td>
</tr>
<tr>
<td>Grass and tree pollens</td>
<td>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.</td>
</tr>
<tr>
<td>Cold air, humidity and changes in weather</td>
<td>Proper clothing; avoid temperature extremes.</td>
</tr>
</tbody>
</table>
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.
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. The child then easily breathes in the medication from the spacer tube over several breaths.

**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.
**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 Medication Consent Form.

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

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>colds</td>
<td>excitement</td>
</tr>
<tr>
<td>mold</td>
<td>weather changes</td>
</tr>
<tr>
<td>exercise</td>
<td>animals</td>
</tr>
<tr>
<td>tree pollens</td>
<td>smoke</td>
</tr>
<tr>
<td>dust</td>
<td>foods: __________________</td>
</tr>
<tr>
<td>strong odors</td>
<td>other: __________________</td>
</tr>
<tr>
<td>grass</td>
<td>other: __________________</td>
</tr>
<tr>
<td>flowers</td>
<td>________________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Outdoor Activities</th>
<th>Indoor Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>outdoors on cold or windy days</td>
<td>kerosene/wood stove</td>
</tr>
<tr>
<td>jumping in leaves</td>
<td>heated rooms</td>
</tr>
<tr>
<td>animals</td>
<td>painting or renovations</td>
</tr>
<tr>
<td>running hard</td>
<td>art projects with chalk, glues</td>
</tr>
<tr>
<td>gardening</td>
<td>pet care</td>
</tr>
<tr>
<td>playing in freshly cut grass</td>
<td>sitting on carpets</td>
</tr>
<tr>
<td>recent lawn treatment</td>
<td>other: __________________</td>
</tr>
<tr>
<td>other: __________________</td>
<td>___________________________________</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sign</th>
<th>Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>behavior changes, such as nervousness</td>
<td>headache</td>
</tr>
<tr>
<td>rapid breathing</td>
<td>fatigue</td>
</tr>
<tr>
<td>wheezing, coughing</td>
<td>changes in peak flow meter readings</td>
</tr>
<tr>
<td>stuffy or runny nose</td>
<td>watery eyes, itchy throat or chin</td>
</tr>
<tr>
<td>other: __________________</td>
<td>__________________________________</td>
</tr>
</tbody>
</table>

---

*Handout 8.3 Example of a Care Plan for a Child with Asthma*
**Typical signs and symptoms** of this child’s asthma episodes (*circle all that apply*):

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

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Credentials or Professional License Information*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Handout 8.3

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;
   - 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.

<table>
<thead>
<tr>
<th>Provider/Facility Name:</th>
<th>Facility ID number:</th>
<th>Facility Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized child care provider’s name (please print):</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Authorized child care provider’s signature:

Signature of Parent or Guardian

Date:
This page is intentionally blank.
# New York State Department of Health

## Asthma Action Plan

### Name

<table>
<thead>
<tr>
<th></th>
<th>Date of Birth</th>
<th>Grade/Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Provider</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date_______________________________

**Required Permissions for All Medication Use at School**

**Health Care Provider Permission:** I request this plan to be followed as written. This plan is valid for the school year __________ – __________.

Signature ___________________________ Date __________

**Parent/Guardian Permission:** I give consent for the school nurse to give the medications listed on this plan for or trained school staff to assist my child to take them after review by the school nurse. This plan will be shared with school staff who care for my child.

Signature ___________________________ Date __________

### Optional Permissions for Independent Medication Carry and Use at School

**Health Care Provider Independent Carry and Use Permission:** I attest that this student has demonstrated to me that they can self-administer this rescue medication effectively and may carry and use this medication independently at school with no supervision by school personnel.

Signature ___________________________ Date __________

**Parent/Guardian Independent Carry and Use Permission (if Ordered by Provider Above):** I agree my child can self-administer this rescue medication effectively and may carry and use this medication independently at school with no supervision by school personnel.

Signature ___________________________ Date __________

### Diagnosis of Asthma Severity

- Intermittent
- Persistent
- Mild
- Moderate
- Severe

### Green Zone: Go!

- You have **ALL** of these:
  - Breathing is easy
  - No cough or wheeze
  - Can work and play
  - Can sleep all night

### Yellow Zone: Caution!

- You have **ANY** of these:
  - Cough or mild wheeze
  - Tight chest
  - Shortness of breath
  - Problems sleeping, working, playing

### Red Zone: Emergency!

- You have **ANY** of these:
  - Very short of breath
  - Medicine is not helping
  - Breathing is fast and hard
  - Nose wide open, ribs showing, can’t talk well
  - Lips or fingernails are grey or bluish

### Asthma Triggers

- Smoke
- Colds
- Exercise
- Animals
- Dust
- Food
- Weather
- Odors
- Pollen
- Other

### Red Zone: EMERGENCY!

**Health Care Provider:**

- Take These DAILY CONTROLLER MEDICINES (PREVENTION) Medicines EVERY DAY
  - NO daily controller medicines required
  - Daily controller medicine(s): ________
  - Take ______ puff(s) or ______ tablet(s) ______ daily.
  - For asthma with exercise, ADD: ________ puff(s) with spacer ______ minutes before exercise
  - Always rinse your mouth after using your daily inhaled medicine.

**Parent/Guardian/Alternate Emergency Contact:**

- **RED ZONE:**
  - If quick-relief medicine does not help within ______ minutes, take it again and call your Health Care Provider.

**Health Care Provider:**

- If using quick-relief medicine more than ______ times in ______ hours, CALL your Health Care Provider.

**If in the Yellow Zone More than 24 Hours, Call Health Care Provider:**

- **Green Zone:**
  - Take daily controller medicine(s) ________
  - Take ______ puff(s) or ______ tablet(s) ______ daily.
  - Take ______ puff(s) or ______ table(s) ______ daily.
  - Take a _______ nebulizer treatment every ______ hours, if needed.

**Required Permissions for All Medication Use at School**

**Health Care Provider Permission:** I request this plan to be followed as written. This plan is valid for the school year __________ – __________.

Signature ___________________________ Date __________

**Parent/Guardian Permission:** I give consent for the school nurse to give the medications listed on this plan for or trained school staff to assist my child to take them after review by the school nurse. This plan will be shared with school staff who care for my child.

Signature ___________________________ Date __________

**Optional Permissions for Independent Medication Carry and Use at School**

**Health Care Provider Independent Carry and Use Permission:** I attest that this student has demonstrated to me that they can self-administer this rescue medication effectively and may carry and use this medication independently at school with no supervision by school personnel.

Signature ___________________________ Date __________

**Parent/Guardian Independent Carry and Use Permission (if Ordered by Provider Above):** I agree my child can self-administer this rescue medication effectively and may carry and use this medication independently at school with no supervision by school personnel.

Signature ___________________________ Date __________
This page is intentionally blank.
Preventing Unintentional Medication Poisoning

**Tips for Keeping Children Safe:**

- Store all medication safely.
- Medication needs to be kept in an area out of children’s reach and sight.
- Keep all medication in its original labeled container.
- Use childproof containers whenever possible.
- Never leave medication unattended.
- Always return medication to the storage area immediately after use.
- Never call medicine “candy.”
- Keep important phone numbers, such as the Poison Control Hotline, on or near your telephone.
- Always follow the *Five Rights* when giving medication to children.

If you suspect a child has accidentally taken medication or other poison, call the Poison Control number _immediately_.

Do not wait for the child to look or feel sick.

*The Poison Control Center number is:*

1-800-222-1222
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:

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

What does anaphylaxis look like?
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!
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)*
• 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 two (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 Auvi-Q®**

- 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.
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.
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 10.2). 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 administrants. At least one of the listed staff must be present whenever the child is in the program.
- 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.
This page is intentionally blank.
NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
INDIVIDUAL HEALTH CARE PLAN
FOR A CHILD WITH SPECIAL HEALTH CARE NEEDS

You may use this form or an approved equivalent to document an individual health care plan developed for a child with special health care needs.

A child with a special health care need means a child who has a chronic physical, developmental, behavioral or emotional condition 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.

Working in collaboration with the child’s parent and child’s health care provider, the program has developed the following health care plan to meet the individual needs of:

<table>
<thead>
<tr>
<th>Child Name:</th>
<th>Child date of birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of the child’s health care provider:

- [ ] Physician
- [ ] Physician Assistant
- [ ] Nurse Practitioner

Describe the special health care needs of this child and the plan of care as identified by the parent and the child’s health care provider. This should include information completed on the medical statement at the time of enrollment or information shared post enrollment.

Identify the caregiver(s) who will provide care to this child with special health care needs:

<table>
<thead>
<tr>
<th>Caregiver’s Name</th>
<th>Credentials or Professional License Information (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Describe any additional training, procedures or competencies the caregiver identified will need to carry out the health care plan for the child with special health care needs as identified by the child’s parent and/or the child’s health care provider. This should include information completed on the medical statement at the time of enrollment or information shared post enrollment. In addition, describe how this additional training and competency will be achieved including who will provide this training.

This plan was developed in close collaboration with the child’s parent and the child’s health care provider. The caregivers identified to provide all treatments and administer medication to the child listed in the specialized individual health care plan are familiar with the child care regulations and have received any additional training needed and have demonstrated competency to administer such treatment and medication in accordance with the plan identified.

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>License/Registration Number:</th>
<th>Program Telephone Number:</th>
</tr>
</thead>
</table>

Child care provider’s name (please print):  
Child care provider’s signature:  
Signature of Parent:  
Date:
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.
This page is intentionally blank.
Giving Medication when Away from the Program

If any children will need medication while off the program site, you will need:

- An approved medication administrant on the field trip if any of the children on the trip need medication.
- The medication in the original pharmacy container.
- The medication packed separately from food and other supplies.
- If the medication requires refrigeration, a way to keep it at a temperature between 36 – 46°F.
- Any administration tools or special equipment needed to give the medication.
- The child’s original Medication Consent Form and Log of Medication Administration.
- Waterless hand washing gels in case there is no running water to wash hands.
- Emergency numbers for the area where you will be visiting.

For children not going off-site:
If any children will need medication while others are off the program site, you need:

- an approved medication administrant available to administer the medication; and
- The Medication Consent Form and Log of Medication Administration available for any child left at the program.
First Aid Kit

Each child care program must have a first aid kit stocked with the items needed to treat a broad range of injuries and situations.

Your health care plan lists what you will keep in your first aid kit and where in your program it will be kept. Larger programs usually have many kits.

In some areas, the local poison control officials may suggest that you include specific items in your first aid kit because of the time required to get emergency medical treatment. Be sure to check with them when preparing your first aid kit and follow their directions.

**Potassium Iodide (KI)**

Child care programs located within a 10-mile radius of a nuclear power plant were sent a letter from OCFS providing instructions for giving potassium iodide in the event of radioactive emissions. All programs, even those not approved to give medication, can keep potassium iodide in their first aid kit or emergency bag. Programs must inform parents of the program’s geographic location and the use of potassium iodide.

Potassium iodide does not require a physician’s prescription and, although giving potassium iodide to children in the event of radiation exposure is recommended, it is not required. You must get parents’ consent if they do not want potassium iodide given to their children.
This page is intentionally blank.
Medication Errors

A medication error is a mistake that is made anytime during the process of administering medication. This includes failure to give a medication as instructed.

Medication errors include:

- Forgetting to give medication
- Giving the wrong medication
- Giving medication at the wrong time
  (This includes giving medicine more than 30 minutes before or more than 30 minutes after the scheduled time OR giving medication for symptoms that are not specified by the health care provider.)
- Giving the wrong dose of medication
- Giving medication by the wrong route
- Giving medication to the wrong child
- Giving an expired medication
- Giving medication without parental permission
- Giving medication without valid health care provider instructions, including expired consents

Reporting a Medication Error

1. As soon as you discover an error, immediately contact the child’s parent. Encourage the parent to contact the child’s health care provider to decide what to do.
2. Provide for the immediate needs of the child as directed by the child’s parent and health care provider.
3. Complete the OCFS Medication Error Report Form or approved equivalent and submit it to your licensor or registrar.
4. You must notify your licensor or registrar within 24 hours of the error.

If an error occurs in your program, look for any circumstances or current medication administration policies that may have contributed to the error. Your health care consultant is a good resource for helping you to determine what went wrong. With this knowledge, you can make changes to prevent any future mistakes.
NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
MEDICATION ERROR REPORT FORM

- You may use this form or an approved equivalent to report medication errors.
- All sections of this form must be completed.
- The child’s parent must be notified immediately of all medication errors.
- The Office of Children and Family Services (OCFS) must be notified of all medication errors within 24 hours of the medication error. Verbal notification to Office must occur within 24 hours, followed by submitting this form by mail, fax or email.
- If more than one child is involved in the error, an error form must be completed for each child.

<table>
<thead>
<tr>
<th>PROVIDER NAME:</th>
<th>LICENSE/REGISTRATION NUMBER:</th>
<th>PROGRAM TELEPHONE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD NAME:</td>
<td></td>
<td>CHILD DATE OF BIRTH:</td>
</tr>
<tr>
<td>DATE OF MEDICATION ERROR:</td>
<td>TIME OF MEDICATION OF ERROR:</td>
<td></td>
</tr>
</tbody>
</table>

What type of medication error occurred:

- Incorrect child
- Incorrect medication
- Incorrect time *(gave more than 30 minutes before or 30 minutes after time authorized)*
- Incorrect dose
- Incorrect route
- Gave an expired medication
- Forgot to give medication
- Consent expired
- Other

Complete this section for all errors using the information provided on the child’s approved medication consent form. *(except for incorrect child)*

<table>
<thead>
<tr>
<th>NAME OF MEDICATION AUTHORIZED:</th>
<th>AMOUNT/DOSAGE AUTHORIZED:</th>
<th>ROUTE OF ADMINISTRATION AUTHORIZED:</th>
</tr>
</thead>
</table>

Frequency to be administered or signs and symptoms that necessitate the need for the medication as authorized on the consent:


### NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
MEDICATION ERROR REPORT FORM

**Describe the Incident** *(Include all individuals involved in the error):*

<table>
<thead>
<tr>
<th>OCFS NOTIFIED VERBALLY:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE NOTIFIED (mm/dd/yy):</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>TIME(AM/PM):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSON NOTIFIED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FORM SUBMITTED TO OCFS:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE NOTIFIED (mm/dd/yy):</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>PERSON NOTIFIED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT NOTIFIED (Required Immediately):</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE NOTIFIED (mm/dd/yy):</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>TIME(AM/PM):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSON NOTIFIED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER PERSONS NOTIFIED (Ex. Health Care Provider, Health Care Consultant):</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE NOTIFIED (mm/dd/yy):</td>
<td>/</td>
<td></td>
</tr>
<tr>
<td>PERSON(S) NOTIFIED:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Describe Corrective Action:**

---

**NAME OF PERSON COMPLETING THIS FORM:** (Please Print):

**DATE FORM COMPLETED:**

**SIGNATURE OF PERSON COMPLETING THIS FORM:**

X
Next Steps

**MAT Certificate**
Once you successfully complete the MAT course, you can download and print your certificate from the ECETP website (www.ecetp.pdp.albany.edu/mytraining/). Be sure to keep a copy for your records.

Your MAT certificate:
- is good for three years;
- identifies the language(s) in which you completed the MAT course (remember, you can only accept permissions, instructions, package inserts or related materials in a language in which you can read and write); and
- only allows you to give medication in a child care setting.

**What’s Next?**
Completing the MAT course is only one part of what you need to become an approved medication administrant in your program.

You must meet *all* of the following requirements **before** you can give medication:
- Have a valid MAT certificate
- Have and maintain a current first aid certificate that covers the ages of the children in your care
- Have and maintain a current CPR certification that covers the ages of the children in your care
- Be at least 18 years old
- Be listed in your program’s approved health care plan as a medication administrant
- Have your program’s health care consultant review and sign the plan approving you as a medication administrant
- Have the signed health care plan approved by your program’s licensor or registrar
- Work in a program with a printed license or registration that states the program is approved to give medication (except for legally exempt and NYC Day Care Center staff)

**Updates to the Handouts**
There may be times when handouts are updated or new handouts are added. All of the MAT handouts are available on our website: www.ecetp.pdp.albany.edu. Each handout is dated so you can check to see if you have the most current version.
Certificate Expiration

Your MAT Certification is good for a period of three (3) years from the date that you successfully completed the MAT course. If you are an approved medication administrant in a program approved to give medication, you are eligible to take the MAT renewal test.

You can renew your MAT certificate for another three years by taking the renewal test online. You may renew via the online renewal test two consecutive times. Upon the third consecutive online renewal, you will also have to complete three (3) Skills Competencies in order to renew your MAT certification.

You will access the MAT online renewal test through your ECETP account. You will receive an email from the MAT Program when you are eligible to take the MAT online renewal test; this email will be sent at least three months before your certificate expires.

If you do not receive an email and are eligible to renew your MAT certificate, it is your responsibility to contact the MAT program or your licensor/registrar. If you fail to renew your MAT certification before the expiration date, you will have to retake the MAT course in order to continue administering medication in your program.

Additional Resources

• Health Care Consultant: ________________________________
  Contact number: ________________________________

  If you do not know the health care consultant for your program or how to contact him/her, speak with your Director and find out how you can contact this person.

• OCFS Licensor or Registrar: ________________________________
  Contact number: ________________________________

• Medication Administration Training Program and MAT Rebate Program:
  1-800-295-9616
  MAT@albany.edu

• Other: ______________________________________________________
  ______________________________________________________
  ______________________________________________________
MAT Reaction Questionnaire

Instructor: ___________________________________________  Today's Date: ____________________

Please use this form to evaluate the Medication Administration Training (MAT) course you have just completed. It is important for us to know whether the training met your needs. All responses are anonymous.

Instructions: Please use the scale below to indicate your level of agreement with each of the following statements.

<table>
<thead>
<tr>
<th></th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neither Agree nor Disagree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The training was of overall high quality.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>2. The training objectives were very clear.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3. The training was harder than I expected.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>4. The length of the training was appropriate.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>5. The instructor was very knowledgeable about the content.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>6. The instructor was well prepared and well organized.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>7. The room facilities were conducive to learning.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>8. The materials and handouts were very helpful.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>9. The training content was explained in a way that was clear and understandable.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>10. Based on the information I received in this course, I feel prepared to give medication in my child care program.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>11. I am planning to give medication in my program.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>12. Is there any information you wished had been discussed in the training that would help you in giving medication to children in your care?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Do you have any suggestions on ways to shorten the training?
14. Why did you decide to take the MAT course?
   - My employer sent me
   - Licensor/registrar recommended
   - A child in my care needs medication
   - Parent requested
   - Professional growth
   - Other child care provider recommended
   - Other: ____________________________________________

15. How long have you been a child care provider working in a licensed or registered child care program?
   - Less than 6 months
   - 6 months to 1 year
   - 1 to 3 years
   - 4 to 5 years
   - 5 to 10 years
   - Over 10 years

16. What type of child care program do you work in?
   - Family day care
   - Group family day care
   - Day care center
   - School-age child care program
   - Legally exempt child care receiving state subsidy

17. What region of New York State do you work in?
   - Buffalo (Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming counties)
   - Rochester (Chemung, Livingston, Monroe, Ontario, Seneca, Schuyler, Steuben, Wayne and Yates counties)
   - Syracuse (Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga and Tompkins counties)
   - Yonkers (Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties)
   - New York City (boroughs of The Bronx, Brooklyn, Manhattan, Queens and Staten Island)
   - Long Island (Nassau and Suffolk counties)

18. Please enter your age: _______

19. Highest level of education achieved:
   - Less than high school diploma/GED
   - High school diploma/GED
   - Some college, no degree
   - Child Development Associate (CDA) or other child care credential
   - Associate’s degree
   - Bachelor’s degree
   - Master’s degree or above

Thank you!