



**Office of Children
and Family Services**

Medication Administration Training INDEPENDENT STUDY

Participant Study Guide

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and Family Services**





Medication Administration Training (MAT) Independent Study

Participant Study Guide

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Medication Administration Training (MAT) Independent Study Overview



Overview

Caring for children is a rewarding and demanding profession. You work hard to develop a caring and trusting relationship with the children in your program. To provide the best care, you learn techniques and strategies for offering a nurturing and responsive environment for children. Part of this care may include giving medication to help children maintain or regain their health.

The Medication Administration Training (MAT) course is a skills-based training to help you give medication safely in your program. The course is eight (8) hours of training and includes information on video, in written handouts and practice exercises, and through hands-on demonstrations.

The training provides an overview of medication effects and ways to give both over-the-counter and prescription medication; safe handling, storage and disposal of medication; permission and instruction requirements; preparation and administration techniques; asthma information; and instruction regarding emergency care and special situations.

You are eligible to complete the MAT course if you are:

- (a) a child day care provider whose program is licensed or registered by the New York State Office of Children and Family Services (OCFS); **or**
- (b) an employee of an OCFS-licensed Group Family Day Care or Day Care Center program OR an employee of an OCFS-registered Family Day Care, School-Age Child Care or Small Day Care Center program; **or**
- (c) a legally exempt provider serving children whose care is funded through public child care subsidy.

To obtain your MAT certificate, you can complete the MAT course in two ways: through classroom instruction or independent study. This guide is for providers who are interested in completing the course by independent study. If you would like more information about completing the MAT course through classroom instruction, visit www.ecetp.pdp.albany.edu.

MAT Independent Study

The Medication Administration Training (MAT) Independent Study course is comprised of two parts. Part One is a self-paced in-depth study of the MAT course content, using handouts, videos and independent exercises. Part Two consists of hands-on practice time and testing with an approved MAT Trainer.

Part One: Content

The MAT course consists of eleven modules, ranging from medication effects to safe medication administration. The material for each of these modules is available for download from the MAT Program website: www.ecetp.pdp.albany.edu/mat.aspx.





To successfully complete Part One, you must print the MAT Participant Materials and view all the MAT videos in their entirety. While viewing the videos, follow the corresponding handout and complete all practice exercises as instructed in the MAT video. You **MUST** bring your MAT Participant Materials (including the completed practice exercises) with you to Part Two of the MAT Independent Study course. During Part Two, the MAT Trainer will verify your completion of Part One, including the practice exercises. **If you have not completed Part One, the MAT Trainer will not admit you into the Part Two class.**

Part Two: Practice and Testing

Once you have reviewed all the MAT course content in Part One, you must complete testing to receive a MAT certificate. You will complete a written test and three (3) skills demonstrations (random skills competency, liquid measuring competency, and epinephrine auto-injector [EpiPen® or Auvi-Q®] skills competency). This part of MAT Independent Study is completed in a classroom with an approved MAT Trainer. Before you are tested by the MAT Trainer, you will have time to practice all the skills you studied and to ask questions.



**Medication Administration Training (MAT)
Independent Study**

PART ONE





Part One

One of the most notable benefits of the MAT Independent Study course is the opportunity to study the MAT materials on your own, at your own pace. The MAT course content is divided into these training modules:

- Introduction
- Module 1: An Introduction to Medication Administration Training
- Module 2: The **Five Rights** of Safe Medication Administration
- Module 3: Medication Overview
- Module 4: Handling Medication
- Module 5: Safe Medication Administration
- Module 6: Safety Precautions Related to Medication Administration
- Module 7: Preparation and Administration Techniques
- Module 8: Asthma
- Module 9: Emergency Care
- Module 10: Special Situations
- Module 11: Conclusion

Completing Part One of MAT Independent Study

Be sure to read this study guide as you complete each training module. Since each module builds upon information covered in the previous modules, it is important for you to complete the modules in order. When you start a module, make sure you have all the handouts. Each module includes at least one video component, so you need to have access to your computer while reviewing the handouts.





Module 1: An Introduction to Medication Administration Training

This module provides an overview of the MAT course and who is required to take the training.

Materials Needed

Participant Materials:

- Handout 1.1: Medication Administration Training (MAT) Resource Materials
- Handout 1.2: Medication Administration Training (MAT) Overview
- Handout 1.3: Glossary

Video:

- Video #1: “Introduction”

Additional Resources:

- New York State OCFS Child Day Care Regulations for your modality of care
- Health Care Plan template for your modality of care



These resource materials are available
for download from the OCFS website:

[http://ocfs.ny.gov/main/childcare/
daycare_regulations.asp](http://ocfs.ny.gov/main/childcare/daycare_regulations.asp)

Instructions

1. Review **Handout 1.1: Medication Administration Training (MAT) Resource Materials**.
2. Watch video #1: “Introduction.”
3. Refer to the OCFS regulations and Health Care Plan for your modality of care as resources during this training.
4. Review the following handouts:
 - **Handout 1.2: Medication Administration Training (MAT) Overview**
 - **Handout 1.3: Glossary**



Module 2:

The ***Five Rights*** of Safe Medication Administration

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

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

- list the ***Five Rights*** of safe medication administration; and
- match the ***Five Rights*** at least three (3) times when giving medication.

Materials Needed

Participant Materials:


- Handout 2.1: What Are the ***Five Rights***?
- Handout 2.2: Matching the ***Five Rights***
- Handout 2.3: OCFS-LDSS-7002 *Medication Consent Form*
- Exercise 2.1: Finding the ***Five Rights***
- Answer Key 2.1: Finding the ***Five Rights***

Video:

- Video #2a: “The ‘Five Rights’”

Instructions

1. Review the following handouts:
 - **Handout 2.1: What Are the *Five Rights*?**
 - **Handout 2.2: Matching the *Five Rights***
2. Watch video #2a: “The ‘Five Rights’.”
3. Review **Handout 2.3: OCFS-LDSS-7002 *Medication Consent Form***.
4. Review where the ***Five Rights*** are located on the *Medication Consent Form*.
5. Complete **Exercise 2.1: Finding the *Five Rights***.
6. Review **Answer Key 2.1: Finding the *Five Rights*** to check your answers. If you answered any part of the exercise incorrectly, review the corresponding handout(s) to reinforce the correct information.



Consider how you will handle needing to administer multiple medications that are due at the same time.

Medication can safely be given up to 30 minutes before or up to 30 minutes after the dose is due, so good planning is essential.



Module 3: Medication Overview

This module provides an overview of medication use. Topics include desired and undesired effects of medication; the seven (7) routes of medication administration covered in the MAT course and a description of the medication absorption for each route; categories of medication and how to differentiate between prescription and over-the-counter medication, as well as generic and brand name medication; and how medication can interact with food and with other medication.

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

- identify reasons why children are given medication;
- identify undesired effects of medication and how to respond to each effect;
- list the seven (7) medication routes covered in the MAT course;
- identify the three (3) medication routes *not* covered in this course;
- identify and define common over-the-counter medication;
- identify and define common prescription medication; and
- identify and define common generic and brand name medication.

Materials Needed

Participant Materials:

- Handout 3.1: Medication Effects
- Handout 3.2: Medication Routes
- Handout 3.3: Overview of the Medication Routes Covered in the MAT Course
- Handout 3.4: Types of Medication
- Exercise 3.1: Handling Effects from Medication
- Exercise 3.2: Identifying Types of Medication
- Answer Key 3.1: Handling Effects from Medication
- Answer Key 3.2: Identifying Types of Medication

Video:

- Video #3a “Medication Effects”
- Video #3b: “Medication Routes”
- Video #3c: “Medication Types”

Instructions

1. Review **Handout 3.1: Medication Effects**.
2. Watch video #3a: “Medication Effects.”
3. Complete **Exercise 3.1: Handling Effects from Medication**.
4. Review **Answer Key 3.1: Handling Effects from Medication** to check your answers. If you answered any part of the exercise incorrectly, review the corresponding handout(s) to reinforce the correct information.



Refer to **Handout 1.3: Glossary** if you're unfamiliar with any of the terms in the training.



5. Review the following handouts:
 - **Handout 3.2: Medication Routes**
 - **Handout 3.3: Overview of the Medication Routes Covered in the MAT Course**
6. Watch video #3b: "Medication Routes."
7. Review **Handout 3.4: Types of Medication**.
8. Watch video #3c: "Medication Types."
9. Complete **Exercise 3.2: Identifying Types of Medication**.
10. Review **Answer Key 3.2: Identifying Types of Medication** to check your answers. If you answered any part of the exercise incorrectly, review the corresponding handout(s) to reinforce the correct information.



Module 4: Handling Medication

This module covers the handling and preparation needed before giving medication.

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

- identify the permissions and instructions needed to administer prescription medication to children in your care;
- identify the permissions and instructions needed to administer over-the-counter medication to children in your care;
- identify the items needed for medication instructions from the licensed authorized prescriber;
- identify the required prescription medication label elements;
- identify common medical abbreviations;
- identify the necessary items that must be documented for each medication given;
- identify how to receive medication safely from parents;
- describe the optimal conditions for storing most medication;
- explain how to safely store medication that requires refrigeration;
- identify how to store controlled substances; and
- explain how to safely handle unused, expired, or discontinued medication.

Materials Needed

Participant Materials:

- Handout 4.1: What Permissions and Instructions Do I Need to Give Medication?
- Handout 4.2: OCFS-LDSS-7002 *Medication Consent Form*
- Handout 4.3: Common Medical Abbreviations
- Handout 4.4: OCFS-LDSS-7004 *Log of Medication Administration*
- Handout 4.5: Good Documentation
- Handout 4.6: OCFS-LDSS-7003 *Verbal Medication Consent Form and Log of Administration*
- Handout 4.7: Medication Storage
- Handout 4.8: Accepting Medication
- Handout 4.9: Administration Tools and Medication Label Requirements
- Handout 4.10: Medication Label Does Not Match Consent Form
- Handout 4.11: Planning Your Day
- Exercise 4.1: Accepting Medication
- Answer Key 4.1: Accepting Medication

Video:

- Video #4a: “Permissions, Instructions and Documentation”
- Video #4b: “Permission and Instructions Exceptions”
- Video #4c: “Handling, Storage and Disposal”
- Video #4d: “Accepting Medication”



Instructions

1. Review the following handouts:
 - **Handout 4.1: What Permissions and Instructions Do I Need to Give Medication?**
 - **Handout 4.2: OCFS-LDSS-7002 Medication Consent Form**
 - **Handout 4.3: Common Medical Abbreviations**
 - **Handout 4.4: OCFS-LDSS-7004 Log of Medication Administration**
 - **Handout 4.5: Good Documentation**
2. Watch video #4a: "Permissions, Instructions and Documentation."
3. Review the following handouts:
 - **Handout 4.6: OCFS-LDSS-7003 Verbal Medication Consent Form and Log of Administration**
4. Watch video #4b: "Permission and Instructions Exceptions."
5. Review the following handouts:
 - **Handout 4.7: Medication Storage**
6. Watch video #4c: "Handling, Storage and Disposal."
7. Review the following handouts:
 - **Handout 4.8: Accepting Medication**
 - **Handout 4.9: Administration Tools and Medication Label Requirements**
 - **Handout 4.10: Medication Label Does Not Match Consent Form**
 - **Handout 4.11: Planning Your Day**
8. Watch video #4d: "Accepting Medication."
9. Complete **Exercise 4.1: Accepting Medication**.
10. Review **Answer Key 4.1: Accepting Medication** to check your answers. If you answered any part of the exercise incorrectly, review the corresponding handout(s) to reinforce the correct information.



If a parent asks you to give herbal medication or other remedies to treat a child, get the required permission and instructions based on the way (route) the herbal medication is given. If you are concerned about giving herbal medication, discuss your concerns with the child's parent and your program's Health Care Consultant.



Parents can ask the pharmacy to split the child's medication into two containers, each of which must be properly labeled.



Remember that for over-the-counter medication being administered to children who are 18 months of age or younger, written health care provider instructions are required if the parent's instructions do not match package directions.



Module 5: Safe Medication Administration

This module discusses giving medication to children, including ill or uncooperative children, and how to give medication safely.

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

- describe age-appropriate techniques to use when giving medication to a non-mobile infant as well as to a mobile infant;
- describe age-appropriate techniques to use when giving medication to a toddler;
- describe age-appropriate techniques to use when giving medication to a preschooler;
- describe age-appropriate techniques to use when giving medication to a school-age child;
- describe techniques that are *not* appropriate to use when administering medication to children;
- explain the appropriate action to take if a medication is not taken in its complete form; and
- explain what to do if an infant or child will not take the medication.

Materials Needed

Participant Materials:

- Handout 5.1: Giving Medication to Children
- Handout 5.2: Special Situations
- Handout 5.3: Giving Medication Safely

Video:

- Video #5a: “Giving Medication to Children, Including Ill or Uncooperative Children”
- Video #5b: “Giving Medication Safely”

Instructions

1. Review the following handouts:
 - **Handout 5.1: Giving Medication to Children**
 - **Handout 5.2: Special Situations**
2. Watch video #5a: “Giving Medication to Children, Including Ill or Uncooperative Children.”
3. Review **Handout 5.3: Giving Medication Safely**.
4. Watch video #5b: “Giving Medication Safely.”



In addition to comfort level, it is important to be aware of any special concerns families and children have based on cultural practices for taking medication.

If you have questions concerning the best practice techniques, work with your program's Health Care Consultant and the child's health care provider to determine how best to administer the medication safely.



Module 6:

Safety Precautions Related to Medication Administration

This module discusses safety precautions to consider—including proper hand washing and glove use—when giving medication.

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

- explain the steps of appropriate hand washing for administering medication; and
- describe the correct procedures for putting on, removing, and disposing of gloves.

Materials Needed

Participant Materials:

- Handout 6.1: Hand Washing
- Handout 6.2: Using Gloves
- Handout 6.3: Cleaning and Sanitizing

Video:

- Video #6a: “Hand Washing”
- Video #6b: “Safety Precautions for Medication Administration”

Instructions

1. Review **Handout 6.1: Hand Washing**.
2. Watch video #6a: “Hand Washing.”
3. Review the following handouts:
 - **Handout 6.2: Using Gloves**
 - **Handout 6.3: Cleaning and Sanitizing**
4. Watch video #6b: “Safety Procedures for Medication Administration.”



Module 7:

Preparation and Administration Techniques

This module describes the step-by-step process for giving medication by specific routes. You will be required to perform a competency-based skills demonstration (in Part Two, with an approved MAT Trainer) of the material covered in this module. This module also reviews the use of a nebulizer machine to administer medication to children.

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

- demonstrate your ability to administer medication correctly by one of the following routes—oral, topical, medicated patches, inhaled, in the eye or in the ear;
- demonstrate how to measure the correct dose of medication using one of the following tools—a liquid medicine cup, dosing spoon or oral medication syringe;
- explain why medication-related equipment and supplies must be kept clean;
- describe the cleaning techniques for medicine tools, metered-dose inhalers and nebulizer machines;
- identify how to appropriately set up a nebulizer machine using the manufacturer’s instructions; and
- identify how to administer medication using a nebulizer machine by following the manufacturer’s instructions.

Materials Needed

Participant Materials:

- Handout 7.1: Applying Medication Topically
- Handout 7.2: Applying Medicated Patches
- Handout 7.3: Giving Medication by Mouth
- Handout 7.4: Measuring Liquid Medication
- Handout 7.5: Giving Medication Inhaled by Mouth
- Handout 7.6: Giving Medication Inhaled Through the Nose
- Handout 7.7: Giving Medication in the Eye
- Handout 7.8: Giving Medication in the Ear
- Skills Practice 7.1: Giving Liquid by Mouth
- Skills Practice 7.2: Oral Liquid Consent Form
- Skills Practice 7.3: Skills Practice Log
- Skills Practice 7.4: Pharmacy Print-Out—Amoxicillin
- Skills Practice 7.5: Evaluation Chart for Skills Demonstration
- Skills Practice 7.6: Tools—Matching the **Five Rights**
- Skills Practice 7.6: Tools—Giving Medication Safely
- Skills Practice 7.6: Tools—Measuring Liquid Medication

Video:

- Video #7a: “Applying Topical Medication, Medicated Patches, and Giving Medication by Mouth”



- Video #7b: “Inhaled Medication”
- Video #7c: “Eye and Ear Medication”
- Video #7d: “Practice Skills Demonstration”

Instructions

1. Review the following handouts:
 - **Handout 7.1: Applying Medication Topically**
 - **Handout 7.2: Applying Medicated Patches**
 - **Handout 7.3: Giving Medication by Mouth**
 - **Handout 7.4: Measuring Liquid Medication**
2. Watch video #7a: “Applying Topical Medication, Medicated Patches and Giving Medication by Mouth.”
3. Review the following handouts:
 - **Handout 7.5: Giving Medication Inhaled by Mouth**
 - **Handout 7.6: Giving Medication Inhaled Through the Nose**
4. Watch video #7b: “Inhaled Medication.”
5. Review the following handouts:
 - **Handout 7.7: Giving Medication in the Eye**
 - **Handout 7.8: Giving Medication in the Ear**
6. Watch video #7c: “Eye and Ear Medication.”
7. The *MAT Participant Materials* include **Skills Practice 7.1 through Skills Practice 7.6** and video #7d: “Practice Skills Demonstration.” This information is included to help you familiarize yourself with the information. If you have any questions about the skills practice, speak with your MAT Trainer during Part Two of MAT Independent Study.
8. You will have time to practice using a nebulizer machine during Part Two. You will **not** be required to demonstrate this administration technique.



Module 8: Asthma

This module provides you with information for safely and effectively caring for a child who has asthma. Topics include an overview of asthma, the use of an asthma care plan, and the basics of how to use and maintain a nebulizer machine.

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

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

Materials Needed

Participant Materials:

- Handout 8.1: Asthma Facts
- Handout 8.2: Asthma Treatment
- Handout 8.3: Example of a Care Plan for a Child with Asthma
- Handout 8.4: New York State Department of Health Asthma Action Plan

Video:

- Video #8a: “What Is Asthma?”

Instructions

1. Review the following handouts:
 - **Handout 8.1: Asthma Facts**
 - **Handout 8.2: Asthma Treatment**
2. Watch video #8a: “What Is Asthma?”
3. Review the following handouts:
 - **Handout 8.3: Example of a Care Plan for a Child with Asthma**
 - **Handout 8.4: New York State Department of Health Asthma Action Plan**



A child with asthma is considered a child with special health care needs and will need to have an *Individual Health Care Plan for a Child with Special Health Care Needs* (which is covered in Module 10). The NYS DOH Asthma Action Plan

complements, but does not replace, the *Individual Health Care Plan for a Child with Special Health Care Needs*, unless it has been reviewed by OCFS and considered an approved equivalent.



Module 9: Emergency Care

This module discusses responding to specific situations that require emergency care. Topics include unintentional medication poisoning, stocking a first aid kit, storing non-child specific over-the-counter medication, recognizing anaphylaxis, and administering an epinephrine auto-injector in the event of a severe allergic reaction.

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

- explain the potential danger of unintentional medication ingestion and exposure;
- identify how to prevent unintentional poisoning from medication in a child care setting;
- describe the appropriate actions to take in the event of an unintentional medication poisoning;
- identify the symptoms of anaphylaxis;
- explain when you need to call 911 or other first responder in your area;
- identify the permissions needed to administer an epinephrine auto-injector device;
- explain how to appropriately store an epinephrine auto-injector device, specifically an EpiPen® or Auvi-Q®; and
- explain how to correctly administer an epinephrine auto-injector device, specifically an EpiPen® or Auvi-Q®.

Materials Needed

Participant Materials:

- Handout 9.1: Preventing Unintentional Medication Poisoning
- Handout 9.2: Anaphylaxis
- Handout 9.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage
- Handout 9.4: How a Child Might Describe a Reaction
- Handout 9.5: OCFS-6029 *Individual Allergy and Anaphylaxis Emergency Plan*

Video:

- Video #9a: “Unintentional Medication Poisoning”
- Video #9b: “Anaphylaxis”



Whenever using an epinephrine auto-injector, remember to call 911 immediately after administering the medication (or, if you work with other providers, have one of them call 911 while you administer the epinephrine auto-injector).

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



Some children might have an epinephrine auto-injector 2-Pak, which has two epinephrine auto-injectors in the box. This is so you have another epinephrine auto-injector available in case emergency care cannot arrive quickly.

If a child in your program has an epinephrine auto-injector 2-Pak, make sure you know if and when you should give the second dose.

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



Instructions

1. Review **Handout 9.1: Prevention of Unintentional Medication Poisoning**.
2. Watch video #9a: "Unintentional Medication Poisoning."
3. Review the following handouts:
 - **Handout 9.2: Anaphylaxis**
 - **Handout 9.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage**
 - **Handout 9.4: How a Child Might Describe a Reaction**
 - **Handout 9.5: OCFS-6029 *Individual Allergy and Anaphylaxis Emergency Plan***
4. Watch video #9b: "Anaphylaxis."



Module 10: Special Situations

This module discusses special situations that may arise when administering medication to children in a child care setting. Topics include medication errors, issues to consider for allowing a child to administer medication independently in a child care setting, children with special health care needs, and things to consider regarding medication administration on a field trip.

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

- identify medication errors;
- explain the steps to follow if a medication error occurs;
- explain the appropriate action to take if a medication is not given;
- describe independent medication administration;
- explain the appropriate process to follow if the program would like to allow a child to administer medication independently;
- identify the process for administering medication away from the program site;
- explain how to safely transport medication (including medication that requires refrigeration) when away from the program site;
- describe how to document medication that is administered away from the program site; and
- identify the components that should be included in the program's field trip plan (as it relates to medication administration) when going off-site.

Materials Needed

Participant Materials:

- Handout 10.1: Children with Special Health Care Needs
- Handout 10.2: OCFS-LDSS-7006 *Individual Health Care Plan for a Child with Special Health Care Needs*
- Handout 10.3: Independent Medication Administration
- Handout 10.4: Giving Medication when Away from the Program
- Handout 10.5: First Aid Kit
- Handout 10.6: Medication Errors
- Handout 10.7: OCFS-LDSS-7005 *Medication Error Report Form*

Video:

- Video #10a: "Children with Special Health Care Needs"
- Video #10b: "Independent Medication Administration"
- Video #10c: "Giving Medication when Away from the Program"
- Video #10d: "Medication Errors"



Instructions

1. Review the following handouts:
 - **Handout 10.1: Children with Special Health Care Needs**
 - **Handout 10.2: OCFS-LDSS-7006 *Individual Health Care Plan for a Child with Special Health Care Needs***
2. Watch video #10a: "Children with Special Health Care Needs."
3. Review **Handout 10.3: Independent Medication Administration**.
4. Watch video #10b: "Independent Medication Administration."
5. Review the following handouts:
 - **Handout 10.4: Giving Medication when Away from the Program**
 - **Handout 10.5: First Aid Kit**
6. Watch video #10c: "Giving Medication when Away from the Program."
7. Review the following handouts:
 - **Handout 10.6: Medication Errors**
 - **Handout 10.7: OCFS-LDSS-7005 *Medication Error Report Form***
8. Watch video #10d: "Medication Errors."



Module 11: Conclusion

This module is designed to familiarize you with the steps you need to take to become approved to give medication.

Materials Needed

Participant Materials:

- Handout 11.1: Next Steps

Video:

- Video #11: “Conclusion”

Instructions

1. Review **Handout 11.1: Next Steps**.
2. Watch video #11: “Conclusion.”



**Medication Administration Training (MAT)
Independent Study**

PART TWO





Part Two

After completing Part One, you are ready to complete Part Two of the MAT Independent Study course. Part Two is the practice and testing portion of the training, which must be completed to receive a MAT certificate. Part Two must be completed with an approved MAT Trainer.

Part Two is completed in a classroom with an approved MAT Trainer and consists of both practice time and skills testing. You will work with a MAT Trainer to schedule approximately four (4) hours of time. One hour of this time will be used to review MAT concepts; one and a half hours will be allocated to practice administering medication using materials provided by the MAT Trainer; and the remaining time will be used for completing the written test and skills demonstrations. Keep in mind that if you need to retake any of the tests, you will need to plan for more time with the MAT Trainer.

Remember, there may be a cost to take Part Two of MAT Independent Study, so it is important for you to speak with the MAT Trainer about fees for this testing and any payment requirements. As with the traditional classroom-based MAT course, scholarship money is available through the MAT Scholarship Program to offset the cost of this testing. For more information about the MAT Scholarship Program, visit www.ecetp.pdp.albany.edu.

Competency Tests

You must successfully complete both the written test and the skill tests to receive a MAT certificate. The written test consists of 60 multiple-choice questions. The test is an “open-book” test, which means you can use all your handouts when taking the test. **Be sure to bring your own copies of the MAT handouts when you get tested.** You must score at least 80% to pass the written test. If you fail the written test on your first try, you can take the test again. The second test will have different questions.

You must complete three (3) skills demonstrations, which test your ability to give medication safely using techniques covered in the MAT course. These demonstrations consist of the following:

- ☐ A demonstration of **your ability to follow the medication process**, including preparing to give the medication, giving the medication, and writing down that you gave the medication. For this demonstration, you will randomly select *one* of these ways to give medication:
 - oral
 - topical
 - inhaled
 - in the eye
 - in the ear
 - application of a medicated patch

Your demonstration needs to show the MAT Trainer that you can give medication safely, including consistently and appropriately matching the **Five Rights**.

- ☐ A demonstration of **your ability to measure liquid medication** using a medicine cup, a dosing spoon or an oral medication syringe.
- ☐ A demonstration of **your ability to administer an epinephrine auto-injector device** in the event of a severe allergic reaction.



The MAT Trainer will review all the steps before you begin the skills demonstrations. Once you begin, the MAT Trainer will watch you complete each skills demonstration. As with the written test, you can use all your handouts while completing the skills demonstrations. You will have two opportunities to pass each of the skills demonstrations.

Preparing for the Tests

You will be prepared to take the written test after you have reviewed and studied the handouts and videos. Remember, you can use all the handouts while taking the written test.

When preparing for the skills demonstration, watch video #7d, “Practice Skills Demonstration,” which shows a child care provider completing two of the skills demonstrations. In addition, review **Skills Practice 7.1 through 7.6**; you can use these handouts to practice the medication administration techniques during your practice time with the MAT Trainer.

You will use the following handouts when completing the randomized skills demonstrations:

- **Handout 5.3: Giving Medication Safely**
- **Skills Practice 7.1: Giving Liquid by Mouth**
- **Skills Practice 7.2: Oral Liquid Consent Form**
- **Skills Practice 7.3: Skills Practice Log**
- **Skills Practice 7.4: Pharmacy Print-Out—Amoxicillin**
- **Skills Practice 7.5: Evaluation Chart for Skills Demonstration**
- **Skills Practice 7.6: Tools—Matching the *Five Rights***
- **Skills Practice 7.6: Tools—Giving Medication Safely**
- **Skills Practice 7.6: Tools—Measuring Liquid Medication**

Reviewing these handouts with the MAT Trainer will help you prepare for the skills demonstrations. Since the MAT Trainer is not allowed to prompt you once the skills demonstration begins, be sure to ask any questions *before* you begin the skills demonstration.

When you perform the skills demonstration to show your ability to measure liquid medication, you will use a medicine cup, dosing spoon, or oral medication syringe. To prepare for this skills demonstration, work with the MAT Trainer during the practice time so you can use each device correctly.

You also need to demonstrate to the MAT Trainer your ability to properly administer an epinephrine auto-injector by following the package instructions. To prepare for this skills demonstration, review the instructions in **Handout 9.3: Epinephrine Auto-Injector (EpiPen® or Auvi-Q®) Use and Storage**, and work with your MAT Trainer during the practice time to practice each step.



MAT Certificate

Once you successfully complete the written test and skills demonstrations, you will receive a MAT certificate and be awarded eight (8) hours of training credit in these topic areas:

- Statutes and regulations pertaining to child care
- Nutrition and health needs of infants and children
- Safety and security procedures

The MAT certificate states that you completed the MAT course and demonstrated competency in the administration of medication in a child day care setting. This certificate:

- is for giving medication in a child day care setting **ONLY**; and
- is good for three (3) years.

Your Ability to Give Medication in a Child Day Care Program

A MAT certificate alone does **not** allow you to give medication in a child day care program. *In addition to a valid MAT certificate*, you *must* meet the following requirements **before** you will be approved to give medication in a day care program:

- Be 18 years of age or older.
- Have a current first aid certificate that covers the ages of the children in your care.
- Have a current CPR certification that covers the ages of the children in your care.
- Be listed in your program's approved Health Care Plan as a medication administrant. To be approved, the Health Care Plan must be signed by your program's Health Care Consultant and be submitted and approved by the program's licensor/registrar.

You are responsible for making sure you are listed in your program's Health Care Plan **before** giving medication in the program. If you are not familiar with your program's Health Care Plan, speak with your supervisor and ask for a copy of the plan.

Contacting the MAT Program

A MAT Program representative is available during regular business hours to answer general questions related to MAT Independent Study. Contact the MAT Program at **(518) 442-6575** or by e-mail at ***mat@albany.edu***.