



# Medication in Child Care

*It is not uncommon for children to be in child care for up to 10 hours per day. Families rely on teachers and providers to safely administer the medications their children need to stay healthy.*

## Practice Precautions

- Medication needs to be in its original, labeled bottle.
- Do not allow parents to add medication to food or drink, including bottles. Formula needs to be sealed when it arrives at your program.
- Never give medicine that was not measured and prepared by you.
- Remember to keep accurate medication records for each child.

## Prevent Medication Errors

- Any violation of the “six rights” of medication administration is a medication error. This can result in a life threatening situation.
- Call poison control center immediately **1-800-222-1222**.
- Record all errors on child incident/injury form; one copy for parent/guardian and an original in the child’s file.

## Medication Record—Document Every Time!

- Child’s first and last name.
- Name of medication.
- Amount of medication to be given (Dose).
- How the medication is to be administered (Route).
- Date(s) and time the medication should be given.
- Signature of the individual who gave the medication.

### USE THE “SIX RIGHTS” OF MEDICATION ADMINISTRATION

<b>Right Child</b>	Verify the child’s name is on the: <ul style="list-style-type: none"> <li>• Medication authorization form</li> <li>• Medication record</li> <li>• Medication label</li> </ul>
<b>Right Medication</b>	<ul style="list-style-type: none"> <li>• Compare medication with child’s medication record.</li> <li>• Be alert for medicines that look-alike and sound-alike.</li> </ul>
<b>Right Dose</b>	<ul style="list-style-type: none"> <li>• Use correct measuring device for each medication.</li> <li>• Verify correct dosage.</li> <li>• Confirm that child receives the full dose of medication.</li> </ul>
<b>Right Time</b>	<ul style="list-style-type: none"> <li>• Give medicine at correct dosage spacing.</li> <li>• Confirm with parent/guardian when the last dose was given.</li> <li>• Medicine can be given 15 minutes before or after the prescribed time.</li> </ul>
<b>Right Route</b>	<ul style="list-style-type: none"> <li>• Determine the correct route (oral, respiratory, topical, injection, rectal) for the medication.</li> <li>• Follow any special instructions (take with food, etc).</li> </ul>
<b>Right Documentation</b>	<ul style="list-style-type: none"> <li>• Know what, when, and how to document after administering medication.</li> </ul>

### KNOW ABOUT THE DIFFERENT MEDICATION TYPES

<b>Tablets</b>	Solid dose of medication
<b>Capsules</b>	Medicine inside a gel-like container
<b>Liquids</b>	Syrups, elixirs, emulsions, suspensions
<b>Other</b>	Suppositories, inhalants, drops, topical creams/ ointments or salves

## STORE MEDICINES SAFELY AND PROPERLY

### Storing

- Completely inaccessible to children.
- Stored away from food or chemicals.
- Stored in original container with name and instructions.
- Stored at proper temperature.
- Use child-resistant packaging.
- Stored upright to prevent spillage.
- Use labeled, zip-lock bag for each child's medication.
- Medication storage devices should be secure and cleanable.
- Do not freeze medication unless instructed.

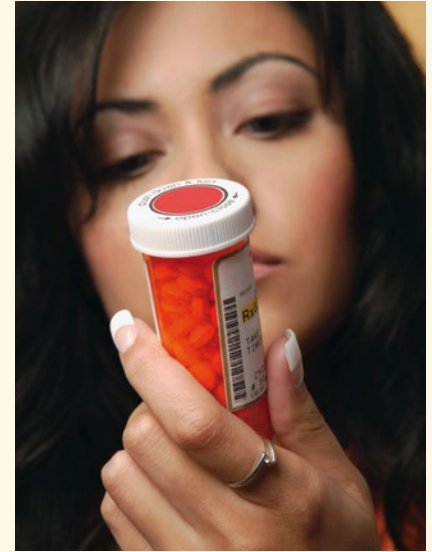


### Handling

- Do not accept medication if label is altered or torn.
- Do not accept medication that has another person's name on the label.
- Always read the entire medication label.
- Some medications are controlled substances regulated by the federal government and increase risk of liability.
- Document any time a medication dose is omitted and the reason for omission.

### Transporting

- Medication must be handed to parent/guardian and have them sign and date the medication record to verify the return.
- Do not return medication to parent/guardian in a backpack/bag.
- Do not give medication to an older child to transport.
- Do not transport emergency medication between child and home (have one for home and one for child care).



### Keep Emergency Medication Onsite

- Emergency medication (e.g., asthma inhalers, Epi-Pens, or diabetes medications) must be **"where the child is"** at all times (classroom, outside, on a field trip).
- Must be immediately accessible to adults and not locked in storage. Remember to keep it out of children's reach.

## Medication Policies Should Include

- Required authorization of a health care provider.
- Written authorization forms completed by an individual child's parents or guardian.
- Process of accepting medication from parents or guardians.
- Procedures for administering medication.
- Handling and storage of medications.
- Returning medication to parents or guardians.
- Disposal of medications that cannot be returned.
- Maintenance of a medication administration record.

## Proper Handwashing Procedure

- Wet hands
- Apply soap (not antibacterial)
- Rub hands together (20 seconds)
- Rinse hands
- Dry hands
- Turn off water using paper towel
- Throw disposable towel away

**Germs from your hands can be transferred to children when you give them medicine.**



**Essentials Child Care Preservice Program is a multi-agency collaborative effort and is funded by the Iowa Department of Health and Human Services.**

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