

Steps to Administering Medications

Accepting Medications

Written permission slip for each medication must include:

- Name of child
- Name of medication
- Dose to be given
- Dates to be given
- Times to be given
- Any special instructions
- Any reactions to watch for
- Parent's signature



* Licensing requires written parental permission to administer any medication.

Prescribed medications are in original container with prescription label. Check for:

- Name of child
- Name of medication
- Directions for giving medication: dose, time, number of days, and if given by mouth, eye drops or applied topically to the skin.
- Name of prescribing health professional/physician
- Date prescription was filled
- Date medication expires
- The label can serve as the written permission from the health professional/physician

Over the counter (OTC) medications are in original containers.

- Name of child written on container
- It is recommended to require a health professional/physician to provide signed, written instructions for all OTC medications; especially if instructions requested by the parent does not match the instructions on the label or if instructions on the label state "ask a doctor" for dosage.
- Ibuprofen is not recommended by the AAP for infants under 6 months of age.
- OTC cold/cough medication is not recommended by the AAP for children under 6 years of age.

Safety Tips:

- Check expiration date on medication. Refuse expired medication.
- Understand all instructions and be sure instructions are readable before parent leaves and medication is given.
- Homeopathic products/medications are not regulated by the FDA. For safety, require written instructions/orders from the child's health professional/physician.

Blanket permission slips:

- For OTC products (ex. sunscreen, diapering cream, insect repellent, etc.) written parental permission is valid for up to 12 months.
- It is not recommended to give any medication on an "as needed" basis (ex. Tylenol).

Storing Medication

Medications must not be accessible to children:

- Store locked or a place high out of reach and sight of children.
- Store on a separate shelf away from food, hazardous chemicals, or cleaning supplies.
- For medications that require refrigeration, store in a container on a separate shelf in the refrigerator not accessible by children.



Emergency medications must be stored unlocked and out of children's reach:

- Emergency medications are needed in life threatening situations such as a severe allergic reaction, severe asthma attack, and blood sugar reaction in a child with diabetes.
- Emergency medications must be stored unlocked for quick administration.
- Children must not have access to any medications.

Safety tips:

- Check diaper bags and cubbies for medications left behind.
- Adult medications must be stored properly out of reach of children (including purses)

Administering Medication

Before administering medication:

- Check all information on the permission form for administering medication.
- Take the medication from the secure location.
- Wash hands before giving medication to each child.
- Wear gloves for applying topical medications, eye drops and eardrops.
- Prepare dose. Use labeled medicine dropper, cup, or spoon for accurate measuring of liquid medications.
- Re-check child's name, date, time, dose, how medication is to be given on both the medication container and permission slip.

When to refuse administering medication:

- Never give a medication without a parent's written permission.
- Never give the first dose of a medication.
- Never give a medication someone else has prepared. If parent brings bottle/sippy cup with medication added to it, refuse to give.
- Never give a medication you do not know how to administer. Ask for help.

Administering medication:

- Re-check child's name, date, time, dose, how medication is to be given.
- Follow any special instructions.
- Give prepared dose to child.
- Wash hands after administering medication.
- Return medication to proper storage.
- Document date, time, dose, route and signature on the medication log.

After administering medication:

- Observe child's response to the medication. Record and report any side effects or reactions to parent and director. Seek medical care as needed.
- If an allergic reaction occurs, notify the parent immediately.
- If a life-threatening reaction occurs, call 911 immediately.
- If an error is made, document what was given. Call Poison Control immediately 800-222-1222. Inform parents and director. Seek medical care as needed.
- If child does not get all the medication, refuses to take it, or vomits/spits, do not give another dose. Inform parent and director. Seek medical advice as needed. Document.
- After giving last dose of medication, return **unused medication** to the parent or dispose of properly.



6 Rights of Medication Administration

- Right child
- Right date
- Right time
- Right dose
- Right route
- Right documentation

Sources used:
North Carolina Child Care Health & Safety Resource Center
CFOC, 4th Edition, 2019
North Dakota Licensing Rules & Regulations
American Academy of Pediatrics (AAP)

