

DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION

Training Module 3

Administration of Medication

Rev. 8/2016

Administration of Medication (consistent with standards for parental consent)

LOCK ALL MEDICATIONS AND POISONOUS SUBSTANCES IN SEPARATE AREAS

Part of your job will be to help children learn about the world by encouraging their curiosity. Your job also will be to make sure children are safe. You can do both by providing a safe environment for them to explore. We have considered many ways to create a safe environment. Another important part of your job will be to lock all medications and poisonous substances.

All medications must be locked. Children's parents may bring medications that are to be administered to children during the day. Some of these medications may be prescriptions. Others may be over-the-counter medications that do not require a doctor's prescription. Both prescription and over-the-counter medications must be kept locked. Check children's bags every day to be sure they don't contain any potentially unsafe items.

Adult Purses and Bags

The adults in the center might bring medications with them. Be sure to lock these medications, too. This includes medications such as the aspirin in staff purses, the nasal spray in a volunteer's tote bag, or the cough drops in your pocket. Even things like vitamin supplements must be locked.

Even if your medication is in a child-resistant container, it must be locked. According to the Poison Prevention Week Council, children can find several different ways to open a child-resistant container. If their fingers won't work, their teeth might. Child-resistant containers are helpful, but you cannot depend on them to keep children safe. You must lock ALL medications.

Poisons can look like things that are good to eat and drink. They can come in many colors and forms including solids, liquids, sprays or gases. Young children are curious. They like to put things in their mouths, especially if they look colorful or smell nice. Never tell a child that medication is candy. Don't use candy as pretend medicine when children are playing.

In addition to medications, your purse may contain other items that could be dangerous for children. For example, you might have nail polish, cosmetics, mouthwash, eye drops, or batteries. Remember that children are curious and love to explore. Your director or supervisor can show you where to safely store your purse while you are at work.

Cleaning Supplies

Always read labels on cleaning supplies, detergents, and hand sanitizers. If the label says, "Keep out of reach of children," the item must be locked or securely stored out of the child's reach. If you have any questions about which items must be locked, talk to your director or supervisor.

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The American Association of Poison Control Centers suggests the Before, While, and After rule:

- BEFORE using a cleaning product, read the instructions on the bottle.
- WHILE using a cleaning product, never leave it out. A child may find it.
- AFTER using a cleaning product, put it back in a locked cabinet. Make sure the container is closed tightly.

Talk to your director or supervisor about your center's procedure for locking medications and poisonous substances. The director will make it as convenient as possible to lock these items. However, even if it is inconvenient, you must lock medications and poisonous substances in separate areas.

Medication Administration

Medications can be important to the health and wellness of children. Sometimes it is necessary to administer medication while children are with you. There are some important rules to follow when administering medication.

Medication can only be given to children with written permission from parents. The permission form must include the information listed below:

- Child's first and last name
- Date
- Type of medication
- Name of medication
- Time and dosage to be given
- Length of time to give medication
- What the medication is being given for

Medication must meet all requirements listed below:

- In the original container with a child resistant cap
- Labeled with the child's first and last name, date that is not expired, instructions, and the physician's name

No medications should be dispensed in dosages that exceed the recommendations stated on the medication container.

Medication must be kept out of the reach of the children when you are dispensing it. At all other times, medications must be stored in a locked area.

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The staff person who administers the medication initials the permission slip and records the date, time, and dosage of medication administered.

Talk with your director or supervisor about your facility's medication policy before administering any medications.

Medical Emergencies

Medical Conditions

Some children in your care could have special medical needs. You need to know what to do if that child has an allergic reaction, an asthma attack, or a diabetic episode. The child in your care with a special medical need will have a Medical Care Plan that will describe what you need to do. Be sure to review the child's Medical Care Plan and know where the plan is kept.

Injuries or Emergency Medical Care

Occasionally children are injured when they are playing. Most often it is an injury that needs a Band-Aid or an ice pack, such as a scraped knee or a bumped elbow. However in the case of a serious injury or medical emergency, call 911. When you call 911, be prepared to give the operator your name, the street address where you are located, and your phone number. You will also need to describe the problem and know the child's name and age. This information helps the emergency responders know how to best help you. First Aid training and CPR certification is required for some staff and is an important and helpful training for all staff to have. You should know who in your facility is trained in first aid and CPR.

For information on responding to medical emergencies, go to the *Arkansas Healthy Children Handbook*,

<http://www.healthyfamiliesnow.net/arkansas-healthy-children-handbook/chapter-14-first-aid-emergencies/your-response-during-emergencies>