

ADMINISTERING MEDICATION

TRAINING INSTRUCTIONS:

- Read and view the power point presentation (13 slides)
- Take the Post Test and submit it to QCHK



TRAINING OBJECTIVES (Learning Points):

- Identify key elements (best practice) for administering medication
- Identify the “5 rights” when administering medication
- Discover what to look for on a medication label.
- How to safely administer medication, store medication, and dispose medication.

Why Is This Topic Important?

Why children in child care may need medication?

Medications Are Given for the Following Reasons

**SHORT
TERM**



Treatment of Symptoms
or Cure

For Example

*Prescribed antibiotics used
to treat strep throat*



Prevention or
Maintenance

For Example

*Over-the-counter cream to
prevent diaper rash*



Stop Certain Symptoms
Emergently

For Example

*Seizure medication given
when a child is actively
seizing in order to stop
the seizure*

Early learning professionals play a key role in allowing children with health issues to attend child care outside the home by administering medications as prescribed by a licensed medical professional. Understanding how to safely administer medication in early care and education settings greatly benefit the children who are in care and minimizes liability risk for

those who own, manage, or are employed at these facilities.

Medication errors are common. Children in the early care and education settings are particularly at high risk because pediatric medication dosing, unlike adults, is weight-based, meaning that every child will have a unique dose depending on their individual weight. Errors commonly involve fever-reducing medications (eg, acetaminophen or ibuprofen) because they are given the most frequently, are often bundled in with other over-the-counter (OTC) cough and cold medications that parents may be using at home. Improperly administering medication not only puts children's health at risk, but also puts early learning professionals at risk for liability.

Common Medication Errors Include:

- x Missing doses
- x Giving medication to the wrong child
- x Giving medication via the wrong route
- x Giving medication at the wrong time
- x Giving medication without parental permission
- x Giving the wrong medication
- x Incorrect dosing
- x Giving medications twice
- x Giving medication for the wrong indication

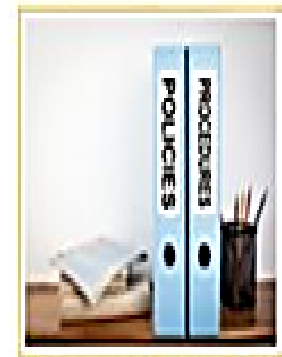
3 Key Elements to Medication Administration:

1. Have written policy that is regularly reviewed and updated:

a. Parents must grant permission to administer both prescription and over-the-counter medications with the understanding that, as much as possible, **parents will give any medication** doses at home prior to drop-off or taking them home.

b. Child care providers must

- Receive written permission from parents/guardians to administer medication to their child(ren).
- Keep a written medication administration record of all medication received, exact timing and dosages of medications given, side effects, errors, and medications returned to parents.
- Ensure that medications are in their original container with the original label attached to the container; and has instructions from the physician or pharmacist.



2. Have annual medication administration training which should include :

- Process to administer medicines so steps are the same each time and completed the same way by all Staff
- 5 Rights: Right Child, Right Medication, Right Dose, Right Time, Right Route
- Ways to prevent errors
- Appropriate techniques for successfully administering medications by age group
- Common signs and symptoms of allergic reactions to medications
- How to store, handle, and safely dispose of medications



3. Have individualized health care plans:

All children with chronic medical health or special medical conditions need to have a detailed individualized health care plan from a licensed health care provider, that is updated annually, at minimum.



The 5 rights should be confirmed every time:

The Five Rights of Medication Administration

One of the recommendations to reduce medication errors and harm is to use the “five rights”:

The Right Child

- Check the name on the medication label and the child’s name
- If any question arises, check a second identifier such as date of birth

The Right Medication

- Read the label to make sure you have the correct medication.
- Check to see that medication is in the original labeled container; and the expiration date is not exceeded.
- This is especially important for children who are taking more than 1 medication

The Right Dose

- Check authorization form to match the dose on the medication label
- Use proper measuring device
- Check measuring device carefully

The Right Time

- Check the permission form to match the time with the label
- Check that medication is being given within 30 minutes before or after prescribed time
- Look at the clock and note the time
- The right time includes both time and date
- In an emergency, “now” is the right time to give medication

The Right Route

- Check Permission form to match the medication label showing how the medication is to be given.

What to look for on medication labels

Reading Medication Orders and Labels:

Medication Labels

Should Include:

- ❖ Child's Name
- ❖ Phone Number
- ❖ Pharmacy Name
- ❖ Relevant Warnings
- ❖ Prescribing Clinician's Name
- ❖ Dosage/Instructions/Strength
- ❖ Relevant Warning
- ❖ Date Filled & Expiration

Medication

Should Be:

- ❖ In it's original container
- ❖ Only accepted from Parent/Guardian
- ❖ Stored away from food
- ❖ Inaccessible to children
- ❖ Properly disposed

A medication order is written directions provided by a child's health care provider for a specific medication to be given to the child. No verbal orders, either directly or over the phone, should be taken as these are often misunderstood.

Labels on PRN or "as-needed" medication must include written details to the **DOSAGE** and what **SYMPTOMS** would trigger the need for medication. For example, an acceptable instruction for a PRN medication would be: *Albuterol—2 puffs as needed for wheezing, increased cough, or breathing difficulty.*

The same applies when handling O.T.C. Medication:

Over-the-counter (OTC) medication administration should follow the same guidelines, recommendations, and standards as prescribed medications. On the completed consent form for ANY medication received, ask parents to provide the reason for each medication and the possible side effects or adverse reactions that may occur, if any.

Over-the-Counter Medication

Should be:

- In its original container
- Only accepted from Parent/Guardian
- Stored according to packaging directions
- Inaccessible to children
- Properly disposed

Reminder: dosing, route, and frequency should be included on the signed consent form

Preparing medication for the child.



A recommended process is:

Step 1 Clean the medication administration area surface.

Step 2 Wash your hands with soap and water.

Step 3 Read and acknowledge dosing amount.

Step 4 Find the appropriate measuring device. As recommended in the AAP Policy Statement, “Devices that allow for precise dose administration (preferably syringes with metric markings) should be used”.

Step 5 Measure the amount on the label. Medications must be prepared exactly as it is listed on the container label. It is recommended in the AAP Policy Statement⁷, “To reduce errors and increase precision of drug administration, milliliter-based dosing should be used.

Changing the form of the medication is never allowed unless noted on the label. Do not routinely mix medication with food or drink because it might interfere with the medication’s effectiveness or dilute the dose. ALL of the contents must be consumed to ensure all of the medication has been taken by the child. To help remove the medicine taste, if necessary, give food or drink immediately after the medication is consumed.

After Administering the Medication

Return the medication to secure storage.

Clean the measuring device.

Wash your hands.

Observe the child for side effects.

Praise the Child.

Allow the child the opportunity to express his/her feelings.



Once medication is administered and returned to a safe location out of reach from children, always record the medication, date, time, dose, route, and your signature on the Medication Log.

DISPOSING OF MEDICATION

If medication is out-of-date, or medication is left over, **the preferred method is to return the medication to the parent for disposal.** Record that information on the permission or intake form.

If medication cannot be returned to parents, dispose of the medication in a secure trash container that children cannot access. Consider mixing it with coffee grounds or pet litter to prevent reuse. **Do not dispose of medications in a sink or toilet** to prevent contamination of the water supply. Contaminated medication (spilled, not cooled properly, etc.) should be disposed of and replaced promptly.



SAFE MEDICATION STORAGE

Reminder: NEVER leave medication unattended

- Medicine containers should have child resistant caps.
- Always store out of reach of children in secured, locked cabinets, cool, dark places, with limited access.
- Check for special storage instructions: Refrigeration, if need, at 36°F to 46°F; separated from food.
- Look signs of tampering. Do not use if packaging show cuts, tears, slices, or other imperfections.
- Be aware of product look-alikes

Exceptions to Locked Storage

- Non-prescription diaper creams
- Non-prescription sunscreen
- **Emergency medications** (eg, epinephrine autoinjectors, asthma rescue medications, diazepam rectal gel)
 - **Emergency medications should stay close to children** and can be stored in a fanny pack that stays with a supervising adult, especially when supervising children at the outdoor playground or on field trips.



Summary

1. Verbal and written communication between the early learning professional, parent, and licensed healthcare provider is key to safe administration of medications in the early care and education environment.
2. Detailed policies should be in place for medication administration.
3. ***For every medication administration, the 5 Rights should be confirmed, every time.***
4. All staff should be trained on
 - a. how to read a medication label and order, and
 - b. how to prepare for medication administration to eliminate medication errors.
5. Documentation of medication administration is critical to prevent medication errors and ensures good communication amongst staff members and with parents.
6. A safe place for both medication storage and medication administration is necessary.
7. Medications should be sent home with parents for disposal. However, if this is not possible or the medication is expired, a policy must be in place and followed for proper disposal.

