

## **Medication Administration Resources**

### ***Head Start Program Performance Standards***

#### 1304.22(b)(2)

(2) Grantee and delegate agencies must not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child and the risk cannot be eliminated or reduced to an acceptable level through reasonable modifications in the grantee or delegate agency's policies, practices or procedures or by providing appropriate auxiliary aids which would enable the child to participate without fundamentally altering the nature of the program.

(3) Grantee and delegate agencies must request that parents inform them of any health or safety needs of the child that the program may be required to address. Programs must share information, as necessary, with appropriate staff regarding accommodations needed in accordance with the program's confidentiality policy.

1304.22(c) Medication administration. Grantee and delegate agencies must establish and maintain written procedures regarding the administration, handling, and storage of medication for every child. Grantee and delegate agencies may modify these procedures as necessary to satisfy State or Tribal laws, but only where such laws are consistent with Federal laws. The procedures must include:

- (1) Labeling and storing, under lock and key, and refrigerating, if necessary, all medications, including those required for staff and volunteers;
- (2) Designating a trained staff member(s) or school nurse to administer, handle and store child medications;
- (3) Obtaining physicians' instructions and written parent or guardian authorizations for all medications administered by staff;
- (4) Maintaining an individual record of all medications dispensed, and reviewing the record regularly with the child's parents;
- (5) Recording changes in a child's behavior that have implications for drug dosage or type, and assisting parents in communicating with their physician regarding the effect of the medication on the child; and
- (6) Ensuring that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication.

**Links to Sample Forms:**

Emergency Medical Information Form for Children with Special Needs	<a href="http://healthychildcare.org/pdf/MedAdmin/AR_EmergencyInfo.pdf">http://healthychildcare.org/pdf/MedAdmin/AR_EmergencyInfo.pdf</a>
Information Exchange with Medical Staff And Consent for Release of Information	<a href="http://www.ucsfchildcarehealth.org/pdfs/forms/InfoExchange.pdf">http://www.ucsfchildcarehealth.org/pdfs/forms/InfoExchange.pdf</a>
Daily Log for Medication Administration	<a href="http://healthychildcare.org/pdf/MedAdmin/AR_DailyLog.pdf">http://healthychildcare.org/pdf/MedAdmin/AR_DailyLog.pdf</a>
Sample Asthma Action Plan	<a href="http://healthychildcare.org/pdf/MedAdmin/AR_AsthmaAction0-5.pdf">http://healthychildcare.org/pdf/MedAdmin/AR_AsthmaAction0-5.pdf</a>
Medication Administration Packet	<a href="http://healthychildcare.org/pdf/MedAdmin/M2_MedAdminPacket.pdf">http://healthychildcare.org/pdf/MedAdmin/M2_MedAdminPacket.pdf</a> <a href="http://nrckids.org/CFOC3/PDFVersion/PDF_Color/CFOC3_AA.pdf">http://nrckids.org/CFOC3/PDFVersion/PDF_Color/CFOC3_AA.pdf</a> Includes: Authorization to Give Medicine, Form for Receiving Medication from Families, Medication Log, Medication Incident Report, and Preparing to Give Medication checklist
Care Plan for Children with Special Health Needs	<a href="http://nrckids.org/CFOC3/PDFVersion/PDF_Color/CFOC3_O.pdf">http://nrckids.org/CFOC3/PDFVersion/PDF_Color/CFOC3_O.pdf</a>
Large Variety of Sample Medication Administration Forms, charts, checklists	<a href="http://www.rccc.edu/childcareinnovations/pdfs/MedicationsAdminTrainingSampleForms.pdf">http://www.rccc.edu/childcareinnovations/pdfs/MedicationsAdminTrainingSampleForms.pdf</a>

**Other Resources on Medication Administration**

Healthy Futures Training Curriculum

- <http://healthychildcare.org/InstructorsManual.html>
- <http://healthychildcare.org/ParticipantsManual.html>

Contacts for Medication Administration Training

- <http://www.healthychildcare.org/Contacts.html>
- <http://healthychildcare.org/pdf/CCCCFlyer.pdf>
- <http://nrckids.org/consultants.html>

Brochure on Finding a Child Care Health Consultant:  
[http://nrckids.org/HowToChoose\\_Jan2012%20%20.pdf](http://nrckids.org/HowToChoose_Jan2012%20%20.pdf)

American Academy of Pediatrics' Resource Library (with a section on medication administration):  
<http://www.healthychildcare.org/resourcelibrary.html>