



# Medication Administration at Scotty's

## A helpful checklist for Parents and Staff

As a state licensed child care facility, Scotty's is authorized by the State of Connecticut Office of Early Childhood to provide medication administration to enrolled children. Scotty's has staff members trained and certified to administer emergency and non-emergency medications. This certification for non-emergency medications is required to be renewed every 3-years and the certification for emergency medications (i.e. epi-pen) is required every year. ***Exception:*** *Scotty's staff are not certified to administer 'controlled' medications. 'Controlled' medication administration requires specific training for each child's individual prescription along with approval and certification from the Office of Early Childhood.*

When a child is prescribed a medication that needs to be administered while the child is attending Scotty's, the following checklist needs to be followed:

- \_\_\_\_\_ **Inform Scotty's that your child will need medication administered while in attendance. (See 1 below)**
- \_\_\_\_\_ **Tell Scotty's the reason for the medication - i.e. ear infection, asthma, allergy, cold, etc. (See 2 below)**
- \_\_\_\_\_ **Obtain the required forms from Scotty's for you and the doctor to complete (See 2 below)**
- \_\_\_\_\_ **Bring the completed forms to Scotty's (are they complete and legible?) for review and acceptance (See 3 and 4 below)**
- \_\_\_\_\_ **Bring the medication to Scotty's for review and acceptance (See 5 below)**
- \_\_\_\_\_ **Bring any medical administration apparatus to Scotty's and be prepared to instruct Scotty's in its use (See 6 below)**
- \_\_\_\_\_ **Decide if the medication will be kept at Scotty's, be brought to and from Scotty's daily or be administered by you the parent (See 7 and 8 below)**

Below are the detailed explanations for the checklist. Please read them to completely understand Scotty's Medication Administration Policy and Procedure. These instructions follow the Office of Early Childhood regulations for the administration of medications which Scotty's is required to follow.

Each diagnosis that requires medication comes with its own unique requirements. Scotty's is available to answer all questions concerning medication administration and care for your child and to help guide you through this process so that we can continue to provide the best of care for your child.

THIS PAGE INTENTIONALLY LEFT BLANK



# Medication Administration at Scotty's

## A helpful checklist for Parents and Staff cont'd

- 1) Inform Scotty's that your child will need medication administered while in attendance.
- 2) Tell Scotty's the reason for the medication - i.e. ear infection, asthma, allergy, cold, etc. You will then be provided with the correct forms for your child's doctor to complete (if the doctor has not already provided them to you). These are the:
  - **Authorization for the Administration of Medication Form** (a separate one for each medication)  
This form is to be completed by both the doctor (upper section) and the parents (middle section)
  - **Individual Health Care Plan of Action** (a separate one for each medical condition)  
A plan of action provided by the doctor is preferred but if not, Scotty's plan of action form will be needed
- 3) Bring the above completed forms (be sure they are filled out legibly and completely) with the medication in the original pharmacy packaging with the prescription information on the packaging and the child's full first and last names written on the medication container and packaging to Scotty's. Scotty's cannot accept medication without the properly completed forms and cannot administer medication without all of the above in place. Be sure to double check that:
  - The **Authorization for the Administration of Medication Form** (one for each medication) is
    - completely filled out and signed and dated by the doctor and the parents
    - legible - if we cannot read the doctor's order, we cannot accept or administer the medication until it is corrected
  - The **Individual Health Care Plan of Action** (a separate one for each medical condition) is
    - completely filled out and signed by the parents (by the doctor too if the plan comes from the doctor)
    - legible - if we cannot read the plan - we cannot administer the medication until it is corrected
- 4) Scotty's Administration and our Nurse Consultant will review the forms to make sure they are complete and legible. Forms that are incomplete, illegible or raise medication administration questions will be returned to the parent for correction by the doctor. Scotty's Administration and our Nurse Consultant will work with the parents in contacting the doctor to facilitate the corrections needed.
- 5) Scotty's Administration and our Nurse Consultant will review the medication to ensure that:
  - it is in the original pharmacy packaging,
  - for prescription medications, the prescription information is on the packaging
  - the child's full first and last names are on the packaging and the medication container
  - the medication and prescription information match the Authorization for the Administration of Medication Form
  - **NOTE: Epi-Pen sets cannot be split up - Scotty's must have the complete set (2 Epi-Pens) on site**



# Medication Administration at Scotty's

## A helpful checklist for Parents and Staff cont'd

Medication that does not meet the above requirements will not be accepted and cannot be administered by Scotty's staff until corrected. The child can still attend only if the parents come to administer the medication themselves (see 8 below).

6) If a special medication administration apparatus is required for the proper administration of a medication (i.e. a nebulizer, a spacer for an inhaler, a liquid medication measuring dropper or spoon, etc.), it needs to be brought in with the medication and the completed forms. The child's full first and last names must be written on the apparatus. The medication administration apparatus must be here whenever the child and the medication are here. Parents shall:

- demonstrate and instruct Scotty's staff in the proper assembly and disassembly of the apparatus
- demonstrate and instruct Scotty's staff in the proper use and operation of the apparatus
- demonstrate and instruct Scotty's staff in the proper cleaning and storage of the apparatus

7) Medication and medication administration apparatuses can be brought back and forth from home on a daily basis. This option can be used as some medications and medication administration apparatus are too expensive to have two prescriptions and some doctors hesitate to provide two prescriptions. If this option is used:

- completion of our **Chain of Possession form** must be completed each time the medication is brought to Scotty's and each time it is taken home.
- a review of the medication (see 5 above) will be made each time the medication arrives at Scotty's.
- the medication prescription and any medication administration apparatus must be here whenever the child is in attendance. If the medication prescription and any medication administration apparatus is not brought in, the child cannot be allowed to attend and must be excluded until the medication prescription and the medication administration apparatus is at Scotty's - ***i.e. a parent cannot leave and come back while leaving the child at Scotty's. The parent must take the child home to retrieve the medication and/or medication apparatus.***
- ***NOTE: Epi-Pen sets cannot be split up - They are prescribed in sets of 2 and Scotty's must have the complete set (2 Epi-Pens) on site when the child is in attendance.***

8) Parents are also welcome to come and administer medications to their children. With this option, the medication cannot be kept at Scotty's without a completed and reviewed Authorization for the Administration of Medication Form (one for each medication) on site. With this option, it is preferred that the parent bring and take the medication with each visit for administration.