

# Policy on Administering Medications and Ointments

Medications are to be administered to children in accordance with Bright Horizons Policy on Administering Medications and Ointments, Hand Washing Guidelines and individual state licensing regulations (*if state regulations are more stringent than Bright Horizons policies, state policies must be met; if Bright Horizons policies are more stringent, Bright Horizons policies must be met*). Bright Horizons permits the following designated staff members to administer medication to a child with a signed note from his or her parent/guardian and a written order from a physician when necessary.

- If the center employs a nurse on staff and the nurse is available, the nurse will be responsible for administering medication to the children as time allows. If there is no nurse, the nurse is not scheduled for a full day, or the size of the center prohibits the nurse from being able to complete full rounds, only the following persons are allowed to administer medications:
  - Executive Director
  - Director
  - Assistant Director
  - Program Coordinators
  - Lead Teachers

If the Center does not have Lead Teachers or Program Coordinators, the Director will designate another staff member or members who may administer medications. Because giving medication is very individual and may often be difficult for children, Program Coordinators, Lead Teachers and designees should make every effort to dispense medications in their own programs, but may assist in other programs when necessary.

A parent/guardian may come to administer medication to his or her own child during the day. When possible, the child's physician should arrange a dose schedule that does not involve the hours the child is in the Center. When a child is on a new medication, the first dose should be given to the child at home so the parents/guardians can check for any side effects from the medication.

**Note:** In infant and toddler rooms, when a parent comes in to administer medication to their child, it should be done in an area away from other children. The parent should make certain that all medication and medication devices, for example, droppers are removed from the area before leaving.

The parent/guardian should complete the **Authorization for Administration of Medication** form for all types of medicine to be administered. Medication and the Authorization form should be dropped off in the Director's office.

## The Five Rights of Medication Administration

Any person administering medication to a child must be knowledgeable in the Five Rights of Medication Administration and these must be checked each time a child is given medication in any form, i.e., oral or topical:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time

## 5. Right Method (i.e., orally)

When a parent brings a new medication to the center, to be certain that the child receives the correct dose while in our care, the parent should review with at least one of the medication administrators how to measure the proper dosage of oral medications. Parents should provide directions with any form of medication that requires special administration.

## Completing the Administration of Medication Log

The Medication Log is to be completed by the Medication Administrator who should first verify that the medication is the correct one for the child and put a ✓ in the Initial ✓ column. The Administrator should then receive verification from a coworker stating that it is the correct medication and dosage for the child and the coworker will sign his/her full name in the Coworker Verification column. Upon completion of administering the medication, the Medication Administrator signs the Signature column using his/her full name.

The Medication Administrator should record every instance of medication administration on the **Administration of Medication Log**. All required dosages must be accounted for on the **Administration of Medication Log**. If a dosage is missed while at the center/school, if a child is absent or has left early or if a parent/guardian has come to the center/school and administered the medication, this must be noted in the area designated for that dosage and the Administrator must sign and date.

Upon completion, this form should be filed in the child's record. Return all unused medicine to the parent/guardian.

## Storage of Medications

All medications must be kept out of the reach of children in a locked container (this could be a cabinet or drawer), including insect repellants. Sunscreen and diaper cream do not need to be in a locked container (unless required by licensing) but must be out of the reach of children.

Medications requiring refrigeration must also be kept in a locked container in the refrigerator even if the refrigerator is in a kitchen not accessible to children.

If a child has an EpiPen for allergic reactions, it should be out of the children's reach but in a prominently marked, easily accessible area within the homebase. All EpiPens should be labeled with the child's full name. If the child's allergy is to bees, a system should be in place to take the EpiPen to the playground. The same systems should be in place for any child with medications for other life threatening conditions such as diabetes. **These medications should not be in locked areas.** A system must be in place to take these medications on walks and field trips as well. In addition, the expiration dates of stored medications such as these should be checked at least twice a year during August and February (Health, Safety and Emergency Preparedness months).

## Requirements for Administering Prescription Medications

Before the Center can administer any prescription medication to a child, Bright Horizons requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide

- a completed **Authorization for Administration of Medication** form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.
- the medication, which should have a current pharmacist's label that includes the child's full name, dosage, current date, times to be administered, and the name and telephone number of the physician. All medication should be provided in the original container.
- a medication spoon/device for any (liquid) medication labeled with the child's name
- Any unused prescription medication will be returned to the parent/guardian at the end of the time stated on the **Authorization for Administration of Medication**/medication label.

**Note:** A new **Authorization for Administration of Medication** is necessary each time a medication is prescribed, the dose is changed or the frequency of administration is changed, however it must be updated at least every six months if none of the prior has occurred. This is true for any ongoing medications such as nebulizers, insulin, or allergy medications such as Epi-Pens.

- Children with chronic illnesses such as diabetes or asthma or those children with unusual circumstances, i.e., monitors or catheters, must have a care plan on file from their physician. Additionally, training by a medical professional should be arranged for staff as necessary depending upon the situation and state requirements. Such training is also required for the administration of unusual medications such as insulin shots, medication not typically prescribed for children of that age (example, ADHD medications).

**Note:** All authorizations, both prescription and non-prescription must originate from the child's health-care provider. An **Authorization for Administration of Medication** written and signed by the parent/guardian who is also a physician is not acceptable.

## Requirements for Administering Non-Prescription Medications

Before the Center can administer any non-prescription medication (e.g., Tylenol; Orajel, or any like product, which although it is a topical anesthetic, is considered an over the counter medication (OTC) rather than a topical ointment) to a child, Bright Horizons requires written authorization signed by the parent/guardian on the day that the medication is to be given, specifying the dosage, time, and reason. A parent/guardian's note will not be valid for more than three consecutive days (this will depend upon your state requirements). The parent/guardian should provide

- a completed **Authorization for Administration of Medication** form specifying the dosage and the time(s) the medication should be administered
- the medication, which should be provided in the original container with a legible manufacturer's label. The expiration date specified on the label should still be valid, and the child's full name should be written on the container.
- a medication spoon/device for any (liquid) medication labeled with the child's name

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that the Center administer a higher dosage than what is recommended, Bright Horizons requires a written order from the child's physician.

In order for any non-prescription medications to be administered for more than three consecutive days, Bright Horizons requires a written order from the physician, including the child's name, dosage amount, current date, time(s) to be administered, duration of administration, and the name and telephone number of the physician.

As needed medications must list the reason to give the medication and the dosage and be given according to the instructions on the medication label or instructions provided by the child's physician, in writing. As with any other medication, it must have a start date and an end date, and be written for no longer than **90 days**. The parent must be notified each time the medication is given.

Medication should not be provided in a child's bottle. If the child is not feeding well, he or she may not get all the medication necessary into his or her system. Further, bottle-feeding times may not correspond with the appropriate medication administration schedule. As stated above, all medication must be brought to the Center in the original container.

Topical ointments such as Orajel and diaper creams applied to open, oozing sores should be applied using gloves and proper hand washing.

**Note:** Center faculty cannot administer acetaminophen or other fever reducing medicines so that a child can remain at the Center. The Center can administer fever-reducing medicines, at the parent/guardian's request, to a child while he or she awaits the parent/guardian's arrival, if written authorization from the parent/guardian and/or physician has been provided. The child cannot be readmitted to the Center until he or she is fever free for at least 24 hours and has no other symptoms.

- Any unused prescription medication will be returned to the parent/guardian at the end of the time stated on the **Authorization for Administration of Medication**/medication label.

## Requirements for Administering Non-Prescription Topical Ointments

Before Center faculty can administer any non-prescription topical ointments (e.g., diaper cream or sunscreen) to a child, Bright Horizons requires written authorization signed by the parent/guardian. The parent/guardian should provide

- a completed **Authorization for Administration of Medication** form specifying the dosage and the time(s) the ointment should be administered
- if appropriate, a completed **Sunscreen and Insect Repellent Permission Slip** form with any special instructions noted. Depending on state licensing requirements, both this and the **Authorization for Administration of Medication** may need to be completed, in others, this alone will suffice. Check your state licensing regulations.
- the ointment, labeled with the child's full name

**Note:** If the topical ointment (including sunscreen and insect repellent) is not designated for use for children on the label, a doctor's signature is required and the ointment is to be logged on the **Administration of Medication Log**. Ointments designated for use for children on the label do not need to be logged; however it is necessary to check your state licensing regulations for their requirement.

When applying any type of ointment to a child with open, oozing sores and when applying oral ointments, this should be done using gloves and proper hand washing.

Duration of administration cannot exceed **90 days** for all non-prescription topical ointments with the exception of diaper creams (see below), sunscreens, and insect repellants. Duration of administration cannot exceed *one year* for sunscreen and insect repellants.

**Note:** All staff may apply non-prescription topical ointments to children; non-prescription topical ointments do not need to be verified by a coworker.

## Diaper Cream

Before Center faculty can administer any diaper cream ointment to a child, Bright Horizons requires written authorization signed by the parent/guardian. The parent/guardian should provide

- A diaper cream ointment designated for use as a diaper cream on the label; otherwise a physician's note is required after three consecutive days of use.
- a completed **Authorization for Administration of Medication** form specifying the dosage and the time(s) the ointment should be administered
- the ointment, labeled with the child's full name

When applying any type of ointment to a child with open, oozing sores, this should be done using gloves and proper hand washing.

Diaper cream may be applied to a child as a protective measure after diapering to prevent diaper rash and to a child who has a mild diaper rash. If a child has diaper rash that persists and/or has a rash that is red, irritated and has open, oozing areas, that child should be seen by a physician.

**Note:** Each application of diaper cream should be logged using the **Administration of Medication Log**.

Duration of administration cannot exceed *one year* for diaper cream (designated as such on the label).

## **Requirements for Administering Homeopathic/Herbal Medications**

Before center staff can administer any form of homeopathic or herbal medications, Bright Horizons requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide

- a completed **Authorization for Administration of Medication** form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.