

MEDICATION RECORDS

POLICY: All medications will have the required paperwork completed by the parent/guardian for OTC medications or by the child's healthcare provider for prescription medications. Medications given to a child in our care will be recorded each time a dose is administered. This document will become part of the child's permanent record.

PURPOSE: To accurately reflect the care given the child.
To demonstrate compliance with parents'/guardians' requests.
To assure that the physician's orders were followed responsibly by the staff.

PROCEDURE:

1. Follow procedures for accepting, storing, and administering medications. **See E-26 for details on medication policies, and E-27 through E-30 for additional documents on medication considerations.**
2. All doses given must be documented on an administration log and include the child's name, medication name, dose given, date and time given, and name of staff member that gave it.
 - a. Form LIC 9221 has a section on it which may serve as the medication administration log.
 - b. The center may use any template they wish to document medication administration as long as all information is captured.
 - c. [Click here for a sample medication administration log \(ucsf.edu\)](https://www.ucsf.edu/health/medication-administration-log)
3. When medications are finished or expired, and the container is returned to the parent, the medication record goes to the Health Advocate or designee.
4. The Health Advocate will determine that every dose is accounted for, including refusals, absences, and any other reason that an anticipated dose was not given.
5. When the form is complete, it goes into the child's file.

GENERAL PARENT INSTRUCTIONS:

1. All prescription and non-prescription OTC (over the counter) medications shall be maintained with the child's name and shall be dated.

2. Prescription and OTC medications must be stored in the original bottle with unaltered label. Medications requiring refrigeration must be properly stored.
3. Prescription medications shall have instructions from the healthcare provider. Prescription and OTC medication shall be administered in accordance with the label directions. Health care provider instructions shall not conflict with the product label directions.
4. Instructions for both prescription and OTC medications cannot simply state "as needed". Specific reasons/symptoms for giving the medication must be listed in writing.
5. Written consent must be provided from the parent/guardian, permitting childcare facility personnel to administer medications to the child. Use [LIC 9221](#).
6. Instructions for use from the parent/guardian shall not conflict with the prescription label or product label directions.
7. Prescription medication must have the original pharmacy label including the child's name, healthcare provider's name and phone number, dose, frequency, and expiration date. "As needed" medication must state the symptoms for why it should be given.