

ADMINISTERING MEDICATIONS

POLICY: Medications will be administered as safely as possible. Special attention will be given to prevent medication errors by reviewing that the right medication and the right dose is given to the right child, at the right time, in the right way. Medication errors will be reported and documented per policy.

PURPOSE: To safely and accurately administer medication.
To protect the health of the children.
To protect the staff and center from legal liability.
To prevent medication errors and possible serious harm to children.

PROCEDURE:

Remember the 5 R's: **Right Medication** is given to the **Right Child** using the **Right Amount** at the **Right Time** given by the **Right Route**

1. Always Check
 - a. Parental Permission - must be in writing and filed in the child's record
 - b. Medication Label -the child's name, dosing instructions, special instructions
 - c. Expiration Date - the medication is not expired
 - d. Allergies and Reactions - check before giving medication if the child has allergies and watch for reactions afterward
2. Medications will be given **within 30 minutes** before or after the time specified. Activities, meals, and naps will be carefully planned to ensure that medications are given in a timely manner.
3. Assure that all supplies are present and clean.
 - a. Medication cups/syringes for liquid medications
 - b. Disposable gloves
 - c. Cotton-tipped applicators for creams/ointments

d. Medication

e. Medication Administration Forms with instructions

4. Wash hands now and between each child you give medications to. If it is impossible to wash your hands (*playground*), it is permissible to use hand sanitizer.
5. See each child individually.
6. Informally assess the condition being treated and observe for any symptoms of side effects. Use this opportunity to talk to the child about being familiar with their medication and only taking the one that belongs to them.
7. Make sure you have the correct child. Do not give medication if you are unsure.
8. Check the name on the label of the medication you are dispensing.
9. Check the dosage. For liquid medication, pour into cup/draw up with syringe at eye level to measure.
10. Immediately before giving it, double-check the instructions for dosage, time to be given, right medication, right child, right route, and any other instructions.
11. Administer according to Accepted Techniques. (See E-27).
12. Document immediately on the medication administration log.
13. Use standard form to notify parents of medication given.
14. If the child is absent or does not receive a scheduled dose for any reason, document that information on the medication administration log.
15. In the event of an error of any sort:
16. **Contact parents/legal guardian and the Poison Control at 1-800-222-1222.**
Link: <https://calpoison.org/>
17. **ALWAYS contact Poison Control immediately if a child received the wrong medication, or the wrong dose, a dose too soon, or is having an adverse reaction to a medication.**
18. **If a child shows signs of a severe adverse reaction, call 9-1-1.**
19. Fill out the Medication Incident Form (see E-29) and submit to the Site Director.

Resources

[How to Give Medications to Children - Royal Children's Hospital, Australia:](#)



[Administering Medications at School - American Academy of Pediatrics, 2016](#)

