

Glossary



Use this glossary of selected words and phrases to help you to understand how they are used in the MAT course.

abbreviation	Short form or symbol used in place of complete word.
acronym	A word formed from the first letter(s) of each part of a compound term. (For example, MAT= M edication A dministration T raining.)
active ingredient	The main component of the medication that produces the medication's desired effect.
acute illness	Sickness that begins quickly and lasts only a short time. Some examples are ear infections and common colds.
administration	The act of giving.
adverse effect	Unexpected reaction of a medication that can be potentially harmful.
allergic reaction	A potentially harmful immune response to a foreign substance, including medication. Allergic reactions occur when the immune system overreacts to a substance called an allergen. These reactions do not always occur the first time the child comes in contact with the allergen and may get worse with each exposure.
anaphylaxis	A severe and potentially life-threatening sudden allergic reaction characterized by hives, swelling, shortness of breath and requiring immediate treatment. See Handout 9.2.
Americans with Disabilities Act of 1990 (ADA)	A law prohibiting discrimination on the basis of disability. See www.ada.gov .
asthma	A chronic condition characterized by severe difficulty breathing caused by a spasm of the bronchial tubes or by swelling of mucous membranes caused by a response to a trigger and/or an allergen. See Handout 8.1.
as needed medication	Medication given to treat specific symptoms at non-specific times, often to relieve or control symptoms that may recur from a known condition. See "PRN" in this glossary.
auto-injector	Device for delivering an injection by an automatic system. See "epinephrine" in this glossary.

brand name	A name given to the medicine by the pharmaceutical company that created it. The name is followed by the symbol ®, which indicates that the name is a registered trademark.
children with special health care needs	Children with a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more that requires health and related services of a type or amount beyond that required by children generally. See Handout 10.4 and NYS Day Care Regulation 413.2(am).
chronic illness	Sickness or disease that is of long duration. It cannot be cured and will not go away. Some examples are asthma and diabetes.
controlled substance	Any substance the federal government has classified as having a high risk for misuse. Rules for prescribing and storing these substances are made by the federal government. A list of controlled substances can be obtained from the Drug Enforcement Administration. Some examples are Ritalin® and codeine.
consanguinity	A close relation or connection. A relative within the third degree of consanguinity of the parent or step-parent includes: the grandparents of the child; the great-grandparents of the child; the great-great-grandparents of the child; the aunts and uncles of the child, including the spouses of the aunts and uncles; the great-aunts and great-uncles of the child, including the spouses of the great-aunts and great-uncles; the siblings of the child; and the first cousins of the child, including the spouses of the cousins.
contaminated	Any substance or material that was exposed to body fluids, blood or airborne infectious materials. See Handout 6.2.
CPR	An acronym for C ardio- P ulmonary R esuscitation.
curvature	The bending of a line or surface. For this training, the term applies to the slope or curve seen when looking at the measurement of a liquid medication at eye level. The lowest point of the curvature is the point for measuring the correct amount of the medication ordered. See Handout 7.4.
demonstration	To perform physically or act out the steps to show understanding of safe medication principles. See Module 7.
desired effect	The beneficial and sought-after effect of the medication.
disposal	Discarding medication that is expired, damaged or no longer needed. See Handout 4.9.

epinephrine	A medication used to quickly relieve severe allergic reactions (anaphylaxis) until more medical care is available. This must be given by injection. See Module 9.
expired medication	Medication that can no longer be guaranteed as safe and effective, since either chemical breakdown or contamination may have occurred by the expiration date. A medication label may indicate “discard after” a specific date on the label. If the medication package gives an expiration date with a month and year only, the medication is good until the last day of the month.
<i>Five Rights</i>	The five pieces of information necessary to administer medication correctly. The <i>Five Rights</i> include: medication, time, dose, route and child. Matching the <i>Five Rights</i> each time medication is given will help prevent medication errors. See Handout 2.1 and 2.2.
generic name	The name of the medication that is the same as the medication’s active ingredient.
health care consultant	A physician, physician assistant, nurse practitioner or registered nurse with a valid New York State license. The consultant is responsible for working closely with the child care program to develop and implement a safe and realistic health care plan that includes the administration of medication in the program. See NYS Day Care Regulation 413.2(ak).
health care provider	A licensed physician, physician assistant or nurse practitioner with a valid New York State license. See NYS Day Care Regulation 413.2(q).
hives	A skin condition characterized by itching and welts, caused by a reaction to internal or external agents, an infection or a nervous condition.
illness	The state of being sick.
ineffective	The absence of a desired effect, after allowing sufficient time for the medication to work.
inhaler	A device for administering medication into the nose, lungs or other part of the respiratory tract by breathing in the medication.
independent medication administration	When a child carries his own medication, decides when a dose is needed and takes the dose without supervision. See Handout 10.3.
infant	A child who is younger than eighteen (18) months of age. See NYS Day Care Regulation 413.2(s).

licensed authorized prescriber	A person licensed, currently registered and authorized under NYS Education Law to issue prescriptions for medication or medical treatment. Also called prescriber. See NYS Day Care Regulation 413.2(al).
localized	Confined or restricted to a particular location. The use of this term in this curriculum refers to how a mild allergic reaction might appear on a child's body part (e.g., a localized red skin rash on the stomach or a localized region of hives on the neck).
<i>Log of Medication Administration</i>	The OCFS-approved form that provides a written record for each medication given to a specific child.
MAT	An acronym for the M edication A dministration T raining course.
MDI	An acronym for M etered D ose I nhaler device. A metered-dose inhaler is used to deliver a precise dose of medication from a multi-dose container into the lungs.
medication	Any non-food substance used to treat a disease or illness or used to prevent or cure health problems.
medication administrant	A staff person who is listed in the day care program's approved health care plan as authorized to give medication in the program. This person must be at least 18 years old, have current CPR and first aid certificates covering the ages of the children in care and have a current MAT certificate. Only medication administrants approved by OCFS can give medication.
medication administration	The complete process of giving medication, observing and reporting desired and undesired effects and reviewing each step to maximize benefit and reduce risk.
medication category	A type or common grouping of medicine based on its purposes or general function.
medication effects	How medication affects the child. These effects may be desired or undesired.
medication error	A mistake made in giving the medication (for example, giving the incorrect medication, giving the medication at the incorrect time, giving the incorrect dose, using the incorrect route, giving the medication to the incorrect child, giving an expired medication, forgetting to give medication or giving medication when the child's written medication consent form or the medication is expired). See Handout 10.1.

medication label	The label on the pharmacy bottle or container that contains the information necessary to administer the medication safely.
medication package	The container in which the medication is supplied. This may sometimes contain important information such as side effects, special considerations and drug/food interaction.
mucous membrane	A membrane that lines body passages and cavities that are connected to the outside of the body. One example is the lining of the nose and mouth.
nebulizer machine	A compressor device that finely disperses a liquid drug for inhalation in a mist to be breathed into the body. This machine is used frequently for the treatment of asthma in children. See Handout 7.5.
non-infant	A child who is eighteen (18) months of age or older.
nonprescription medication	Medication that can be bought without a prescription from a licensed authorized prescriber. Also called over-the-counter medication.
NYS	Acronym for New York State.
OCFS	Acronym for the O ffice of C hildren and F amily S ervices. OCFS is the New York State agency responsible for the regulations governing the safety and well-being of children receiving child care in New York State.
OTC medication	An acronym for o ver- t he- c ounter medication.
over-the-counter medication	Another term for nonprescription medication. See “nonprescription medication” in this glossary.
package insert	The information provided on a separate sheet accompanying the medication package or container. It includes common side effects, warnings and administration information. This information may be printed directly on the medication package or container.
peak flow meter	A portable, handheld device used to measure how hard and fast the child can push air out of the lungs. Measurements with a peak flow meter help the child’s parent and physician monitor asthma. These measurements can be important in helping the child’s health care provider prescribe medicines to control asthma.
pharmacy	A licensed establishment where prescription medications are filled and dispensed by a pharmacist licensed under the laws of the state where (s)he practices.

prescription medication	Medication for a specific child that can only be bought with a written order from a licensed authorized prescriber to treat a specific condition.
prescriber	See “licensed authorized prescriber” in this glossary.
PRN	An acronym for the Latin <i>pro re nata</i> , meaning “as needed.” PRN medication is given when a child shows specific symptoms.
route	The way medication gets into the body; also called method of administration. See Handout 3.4.
seizure	A sudden attack, spasm, convulsion, extreme emotional change, or change in consciousness, as in epilepsy or another disorder.
side effect	The action of a drug other than the desired or sought-after effect. See Handout 3.1.
symptoms	Physical or behavioral signs that you can see, hear or smell that may tell you the child needs help, which may include giving medication.
undesired effect	Any effect other than the desired effect. Undesired effects are also called side effects, which include adverse effects and allergic reactions. See Handout 3.1.
unintentional poisoning	Unintended or unplanned ingestion of any substance, including medication. See Handout 9.1.
verbal instructions/permissions	Instructions received orally from a parent or guardian and/or the licensed authorized prescriber to administer medication. You can only accept verbal permissions and instructions in certain circumstances. See Handout 4.7.
waiver request	A written request from a day care program on an OCFS-approved form looking for approval to meet the intent of the regulations in a manner that is not specifically written in the regulations. The program cannot implement the waiver until OCFS approves the waiver request.
written permission/instructions	Permission and instructions for administering medication written on the OCFS-approved <i>Written Medication Consent Form</i> or approved equivalent completed by the child’s parent/guardian and/or health care provider. See Handout 4.1 and 4.2.
<i>Written Medication Consent Form</i>	The OCFS-approved form that provides written health care provider instructions and parental permission for each medication given to a specific child. There should be one form for each medication the child receives while in care. See Handout 4.2.