


Accepting Medication



Follow the steps below whenever you receive medication from a parent. If you are not able to complete the step, tell the parent you cannot accept the medication and discuss what you need the parent to do so that you can give the medication.

Complete the Following Steps	✓ for Each Completed Step
1. The medication is labeled with the child's full name. <ul style="list-style-type: none"> • For prescription medication, the pharmacy label is attached to the container and is readable. If needed, the parent also gives you any special tools, such as a dosing spoon or oral syringe, with the child's first and last names written on it. See Handout 4.12. 	
2. The expiration date is on the medication package and the medication has not expired.	
3. You have written instructions from the health care provider. <ul style="list-style-type: none"> • The instructions are complete, understandable and signed by the health care provider. • If the health care provider did not write a specific time, such as 1:00PM, in Box 7A, make sure the parent writes the specific time to give the medication in Box 19. • See Handout 4.6 for what to do if the parent does not have written instructions. 	
4. You have written permission from the parent. <ul style="list-style-type: none"> • See Handout 4.6 for what to do if the parent is not able to sign the form. 	
5. The instructions written on the medication label and package match the instructions on the <i>Written Medication Consent Form</i> . <ul style="list-style-type: none"> • See Handout 4.13 for more information if the label does not match. 	
6. Fill out the Day Care Program section on the <i>Written Medication Consent Form</i> and tell the parent you are agreeing to give the medication.	
7. Put the medication in the medication storage area or refrigerator. <ul style="list-style-type: none"> • Make sure this is the storage area you wrote in your health care plan. 	

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Complete the Following Steps	 for Each Completed Step
<i>(Table continued from previous page)</i>	
8. Create a <i>Log of Medication Administration</i> for the child's medication.	
9. File the <i>Written Medication Consent Form</i> , any package inserts or pharmacy printouts and the <i>Log of Medication Administration</i> together in a place where you will be able to review the forms each day.	