



AUTHORIZATION FOR MEDICATION

Child's Full Name: _____ Room # _____

Name of Medication: _____

Prescription Number: _____ Over the Counter: _____

Time Medication is to be Administered: ___ AM ___ PM ___ Other

(Medication will not be given on an "As Needed" basis, specifics must be provided.)

Amount of Medication to be Administered: ___ ml ___ tsp ___ puffs other _____

Dates to be given: _____

(Not to exceed two weeks without a physician's statement)

 Parent's Signature Phone # Date

For Center Use (Reminder: document the reason medications are not given as parent requested i.e., child absent, medication not sent, child sleeping etc...)

Date	Time Given	Amount	Any Adverse Reactions	Administered By

If noticeable adverse reaction to medication, what action was taken? Describe:

Attention to Person Requesting Medication Be Dispensed:

Form must be completed in its entirety before the center can dispense any medication.

OVER

Rule Type: Core Rule - Medications 591-1-1-.20 (1,2,3)

(1) Parental Authorization. Except for first aid or as authorized under Georgia law, Personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or Parent. Such authorization will include, when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent.

(2) Dispensing Medication. Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law.

(3) Dispensing Records. The Center shall maintain a record of all medications dispensed to children by Personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

Intent

To protect children's health and safety by ensuring they receive proper medication in the correct dosage as authorized and instructed by their parent, legal guardian, or physician. To provide documentation as a protection to both the child and the center, and to provide this information to parents.

Clarification

Medications can be crucial to the health and wellness of children; however, they can also be very dangerous when improperly administered. Before assuming responsibility for administration of prescription and/or non-prescription medication, the center must have clear, accurate instructions from a child's parent. The center should use the details on the medication authorization form to ensure that a child receives the proper dosage of prescribed and over-the-counter medication as authorized and instructed by his/her parent. These details are not required for non-prescription topical medications such as diaper rash ointment (e.g., Desitin, Vaseline, etc.), sunscreen, and insect repellent; however, written parental authorization for their use is required.

In situations where a child has a chronic medical condition which requires that an emergency medication, such as an Epi-Pen, remain on the center's premises a signed parental authorization must be maintained on site for the medication. The authorization should reflect that the medication is for "Emergency Use Only" and should contain specific information regarding when staff should administer the medication (e.g., "in case of allergic reaction such as swelling and difficulty breathing," etc.). In other emergency situations such as a child spiking a high fever, the center may obtain verbal authorization from the parent over the telephone to be followed with a written and signed authorization when the parent arrives at the center.

A medication authorization can exceed the two-week limitation for a child who has a chronic condition that requires consistent, long-term medication provided that a physician's authorization is maintained in the child's file or when authorized by Georgia law. The related chronic condition should be noted on the authorization form signed by the parent. An authorization with that notation remains valid until the parent notifies the center of a change or until the expiration date of the prescription. A parent may renew a medication authorization by completing a new form at the end of the two-week period (if necessary) to continue a medication as long as the child's physician has authorized the medication for a longer time period. In these situations, the physician's authorization/statement should also be maintained on file at the center.

Proper labeling of medications is crucial for safety. Prescription and over-the-counter medications should be in the original containers and labeled with a child's full name. A center may have over-the-counter medications (e.g., Tylenol or Benadryl) on hand for emergency situations; however, procedures must be in place for their use and staff must be aware of the procedures. These medications must be marked "For Center Use Only" and parental authorization (verbal and written) must be obtained if these medications are dispensed. All medications must be within the expiration dates noted on the containers. Sample medications are allowed as long as there is a doctor's statement to indicate the name of the medication, the child's name, dosage, date, times per day to administer and the duration period that the medication should be administered. Administering medication requires skill, knowledge, and careful attention to detail. Center staff must be diligent in their adherence to the medication administration policy and procedures to prevent any inadvertent medication errors which may be harmful to a child. The medication dispensing record protects the person who administers medication by documenting the process. The medication dispensing record should reflect that medication was administered as authorized by the parent and should document the reason if the medication was not administered (e.g., child absent, medication not brought by the parent, etc.). The record can be in any format as long as it contains the required information as noted in the rule.