

Medication Administration

Policy Development



CCNC:

Tel:

Email:

1

Handouts

Available

www.idph.state.ia.us/hcci/events.asp

HCCI sponsored Events

1. Copy of slides handout
2. Monthly Medication Report Form
3. Child Injury/Incident Report Form
4. Medication Administration Policy Development guidance

2

My GOALS for Attending:

What goals do you have that brought you to this session?

3

Learning Objectives

1. Identify professional development as a risk management strategy
2. Identify the special needs of children within their care that require medication
3. Identify your business need for policy
4. Identify the steps in policy development
5. Identify the steps to keeping policy current

4

Step 1: Get your team

- Identify WHO
- Identify what knowledge or experience this person will bring to the group
- Identify if there are other people who are influential at your business that you need to have in the group

5

Section 1: Child Special Needs

- Identify child special needs for medication



6

Children with Special Needs?

- What medications are parents and children bringing?

7

Common Examples

- Inhaler → □ Asthma
- Insulin → □ Diabetes
- Antibiotic → □ Infection
- EpiPen → □ Severe allergy
- Suppository → □ Seizures

8

Next Step in Developing our Policy

- We identified
 - What Medication
 - Why They are Needed
- Have we forgotten any medications or reasons medication are needed
- Let's move to expectations from outside your business

9

Expectations of Parents and Child

- Follow physician direction for child's treatment of disease
- Respond to sudden change in child's health status
- Respond to child's need for relief of symptoms

10

Expectations

● Decision Point

- Can you meet parent and child expectations for giving medication?
 - YES – under what circumstances
 - NO – under what circumstances

11

Before you answer...

- Ask more questions

?

12

What Medications + Treatments

- Prescribed by **licensed physician, dentist, physician assistant, or nurse practitioner** and purchased at a licensed pharmacy
 - MD, DO, DDS
 - PA
 - ARNP
- Prescribed by parent and purchased at pharmacy or other store

13

What are **Not** Medications or Treatments

- Some dietary or food supplements
- Herbal supplements
- Folk remedy
- Home remedy
- Combinations of over-the-counter medications

14

Do Children Need Medicines

- But cannot afford the
 - DOCTOR visit
 - COST of prescription
- Do you have a health partner to aid in making referrals for exams and medication
 - **hawk-i** program outreach coordinator
800-369-2229

15

What Medicines will You Include

Decision Point

- Decide what medicines and treatments you will include in your policy
- Decide how you will address special requests in the policy

16

Section 2: The Child Care Staff

- Level B & C Homes and Centers
- Your program's need for policy



17

Assess Your Needs: Survey Staff

- # children with daily medications
- # children with routine, but not daily medications (inhaler)
- What medications are given
- # staff members handling medications

18

Staff Survey cont.

- Concerns or problems staff have had with medication
 - Parents
 - Children
 - Other staff



19

Staff Concerns

- Location Facility
 - Classroom
 - Outside playground
- Location Off site
 - During Transport
 - Field trips



20

Assess the Knowledge of Staff

- Observe you staff giving medication
 - Types of medication
 - Reading labels
 - Following directions
 - Knowing side effects and reactions
 - Applying first aid, seek emergency help
 - What to document

21

Synthesize Information Collected

- ❑ Ask your child care nurse consultant to help
- ❑ Start policy development process



22

Section 3: Policy Development

- ❑ The steps in policy development



23

What is a Health Policy?

- ❑ Written plan developed by a child care program contains:
 - Guiding principles and goals
 - How the program will meet goals
 - How the program will meet law regulation

24

What is a Health Policy?

- Supports the best practice recommendations

- * Caring for our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Care Programs (CFOC, 2nd ed., 2002).

25

Resources to Use

□ Printed resources

- Caring for Our Children
- Stepping Stones
- Model Child Care Health Policies
- Healthy Young Children –NAEYC
- Heartland Family Child Care Handbook



26

Additional Resource

- Child Care Nurse Consultant (CCNC)

- Every county has a CCNC

- Find your CCNC, call **800-369-2229**

27

Steps for Policy Development

1. Identify your perspective + purpose
2. Determine reasonable expectations to meet parent + child needs
3. Write
4. Review
5. Implement
6. Review/revise

28

Contents of Policy

- **Title:** Medication Administration
- **Belief Statement:** why the policy is necessary
 - I believe handling and giving children medication is a serious responsibility and directly relates to child health and safety.
- **Intent Statement:** purpose of the policy
 - This policy defines how child medications will be handled at my business

29

Contents of Policy

- **Background:** why the policy exists
 - The policy was developed to assure that medications are handled in accordance to health and safety best practice and to comply with child care laws and regulations
- **Procedure/Practice:** actions needed to accomplish the policy
 - The steps you will actual follow
- **Application:** to whom the policy applies
 - Parents/family members, children, staff

30

Contents of Policy

- Communication:** how parents, children, and staff will be informed
 - Posting, newsletter, given copy
- References:** sources information
 - Cite all books and references
- Consultants:** names and titles of people who assisted in policy development

31

Contents of Policy

- Effective Date:** of policy

- Review Date:** schedule date to review policy
 - Plan to review the policy in 4 months
 - Then review annual and upon any medication incident

32

*Special Considerations

- How you will respond to special requests

- Process for making special requests

- Process to address breach of policy by parents, children, or staff

33

Special Considerations

- Staff training and skill competency
- Staff supervision and monitoring
- How will you address unsafe practice

34

Special Considerations

- Will children be allowed to carry own medication
- How will you address unsafe practice of children

35

Section 4: Keep Policy Current

- Identify the steps to keeping policy current



36

Schedule Your Review/Revision

- After first policy written
 - Review in 4 months
 - Then review annually
 - And upon each incident
- Talk with parents, children, and staff
- Revise as appropriate

37

Review/Revision cont.

- Send to reviewers
- Notify parents, children, and staff of changes
- Implement policy
- Then review minimum of annually

38

Handouts

- Available
 - www.idph.state.ia.us/hcci
- Go to HCCI sponsored Events
1. Copy of slide handout
 2. Child_Student Medication Record
 3. Medication Administration Policy Development guidance
 4. Child Injury/Incident Form

39

Thank you



CCNC name

Tel:

Email:

40
