

## Questions and Answers Regarding Medication Administration

**Q.** *If it's time to give a medication, should we wake a sleeping child?*

**A.** This depends on the health care provider's instructions. If the child is likely to be napping when the medication is scheduled to be administered, the educator should remind parents to ask their health care provider this question when the medication is first prescribed.

**Q.** *Is there a sample medication administration log?*

**A.** EEC will post a sample medication administration log on the regulations resource page at <http://www.eec.state.ma.us/licensingRegulations.aspx>

**Q.** *Can a program's health care consultant train staff in medication administration, instead of using the EEC training?*

**A.** Yes, provided the training covers the "5 Rights" of medication administration and EEC regulations regarding consents, and that staff are given a follow-up test on the content of the training. The health care consultant must document the date and time the training was given and the names of staff who attended the training and completed the follow up test satisfactorily.

**Q.** *Is one medication administration training good forever, or must it be renewed?*

**A.** The regulations do not require that medication administration training be repeated. However, EEC strongly recommends that educators responsible for administering medications repeat the training annually because best practices for medication administration are always evolving and continue to be updated. EEC may also require that the training be repeated in response to specific circumstances at a program.

**Q.** *What other options for the "5 Rights of Medication Administration" training are available if computer access is a problem?*

**A.** Educators who do not have access to a computer at home or work can access the training via any public access computer, such as those at the local library. Educators may also make arrangements to view the training at their EEC Regional Office by calling and scheduling an appointment.

**Q.** *Can Family Child Care Systems do a group training for their members, and give training hours and certificates?*

**A.** Yes, provided that the educators complete the follow-up test individually. The system must keep a record of the date and time of the training, and the name and score of the individual taking the test.

**Q.** *Can a program choose not to give prescription medications to children in care?*

**A.** No. The new regulations require that programs administer prescription medications in accordance with physicians' instructions. Programs can choose not to give over-the-counter (non-prescription) medications if they wish, and if

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they indicate this in their medication administration plan, which is given to parents.

**Q.** *Must an educator have current First Aid and CPR before completing the medication administration training?*

**A.** EEC regulations do not require that an educator be trained in First Aid and CPR before being trained to give medications.

**Q.** *How should educators be trained in common side effects of medication, and how should this training be documented?*

**A.** Programs can use the EEC Medication Administration training to train educators in common side effects of medication, or can arrange training through their health care consultant (for group & school age child care programs) or another licensed health care practitioner. All educator training should be documented in the educator's personnel file and available for review when EEC visits your program.

**Q.** *The training says that we should use a "standard measuring device" to administer medications. If a measuring spoon or dropper comes with the medication from the pharmacy, can we use that?*

**A.** Yes, it is acceptable to use a measuring device that is provided by the pharmacy with the medication.

**Q.** *The training suggests that we call the child's physician if we have questions or concerns about a medication or its side effects. Our experience is that physicians are difficult to reach and/or may not talk with us because of confidentiality. In that case, what should we do?*

**A.** Ask as many questions as you can when the parent first provides the medication and have the parent get the information from the health care provider. If the parent is willing, s/he may give the health care provider permission to speak with you directly. You should also ask the parent to get the information you need as questions arise. You may also be able to get *general information* about medications from your local pharmacy or health care consultant. However, general information should never be substituted for specific information in an individual case. Of course in an emergency situation, such as a serious reaction, always call 911 first.