

## **Addendum: Medication Administration (COMAR 13A.17.11.04)**

In order to administer prescription or non-prescription medication to a child in our care, the following procedures must be followed:

### **A. Medication Administration.**

- (1) Medication, whether prescription or nonprescription, may not be administered to a child in care unless:
  - (a) Parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the office, that is received at the center before the medication is administered; and
  - (b) A licensed health practitioner has approved the administration of the medication and the medication dosage.
- (2) A prescription medication may not be administered to a child unless at least one dose of the medication has been given to the child at home.
- (3) If medication is by prescription, it shall be labeled by the pharmacy or physician with:
  - (a) The child's name;
  - (b) The date of the prescription;
  - (c) The name of the medication;
  - (d) The medication dosage;
  - (e) The administration schedule;
  - (f) The administration route;
  - (g) If applicable, special instructions, such as "take with food";
  - (h) The duration of the prescription; and
  - (i) An expiration date that states when the medication is no longer useable.

- B. Topical Applications. A diaper rash product, sunscreen, or insect repellent supplied by a child's parent may be applied without prior approval of a licensed health practitioner.
- C. Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.
- D. Recording Requirements.
  - (1) Each administration of a prescription or nonprescription medication to a child, including self-administration of a medication by the child, shall be noted in the child's record.
  - (2) Application of a diaper rash product, sunscreen, or insect repellent supplied by a child's parent shall be noted in the child's record.
- E. Medication Storage.
  - (1) Each medication shall be:
    - (a) Labeled with the child's name, the dosage, and the expiration date;
    - (b) Stored as directed by the manufacturer, the dispensing pharmacy, or the prescribing physician; and
    - (c) Discarded according to guidelines of the Office of National Drug Control Policy or the U.S. Environmental Protection Agency, or returned to the child's parent upon expiration or discontinuation.
  - (2) All medications shall be stored to make them inaccessible to children in care but readily accessible to each employee designated by the operator to administer medication.
- F. Effective July 1, 2011:
  - (1) Whenever children in care are present, there shall be at least one center employee present who has completed medication administration training approved by the office.
  - (2) Medication may be administered to a child in care only by an employee who has completed approved medication training.

G. Section F of this regulation does not apply if:

- (1) The center employs a registered nurse, licensed practical nurse, or medication technician certified by the Maryland Board of Nursing to administer medication to children in care; or
- (2) Responsibility for administering medication to children in care is delegated to a center employee by a delegating nurse in accordance with COMAR 10.27.11.

H. Self-Administration of Medication.

- (1) Before a child may self-administer medication while in care, the operator shall:
  - (a) Have a written order from the child's physician and the written request of the child's parent for the child's self-administration of medication;
  - (b) In consultation with the child's parent, establish a written procedure for self-administration of medication by the child based on the physician's written order; and
  - (c) Authorize the child to self-administer medication.
- (2) Revocation of Authorization to Self-Administer.
  - (a) An operator may revoke a child's authorization to self-administer medication if the child fails to follow the written procedure required by §H(1)(b) of this regulation.
  - (b) Immediately upon revoking the child's authorization to self-administer medication, the operator shall notify the child's parent of that revocation.
  - (c) The operator shall document the revocation of authorization to self-administer and the notification to the child's parent in the child's record.

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