

Consent for Administration for Medication/Medication Charts

(Hot Sheet)

CF/H-8a and CF/H-8b Revised 1/14
(mandatory)

Consent for Administration of Medication

The Consent for Administration of Medication form shall be filled out and signed by the parent/guardian prior to any medication being brought into the center or Family Child Care Home (FCCH). The parent/guardian must sign the form and side effects of medicine must be documented. This form is used to receive parent/guardian consent for staff to be able to administer medications at the Head Start Center or Family Child Care Home. This form is used to administer medications for all health issues other than **asthma**. (Asthma medications/consent is to be documented in the Child Asthma Plan (CF/H-17)).

All medications (**over the counter or prescription**) to be given at the Center/FCCH **must** have written instructions from the child's physician (including salves, eye drops, topical creams, insect repellent spray, etc.).

Written instructions would include:

- Name of Child
- Name of Medication
- Directions for use
- Possible reactions
- Parental Consent/Signature for staff to administer medication at site

All medications are to be in their original container. Prescription medication must have a pharmacy label on the container and over the counter medications must be in the original manufacturer's container. Medication cannot be expired. (Expired medication must be given back to the parent/guardian and not kept at the Center or FCCH.)

Copies of the consent form with attached physician instructions are to be kept in the child's file and child's health file for documentation purposes.

Parent is to complete and sign the consent form giving consent to the staff to administer medication while at the Center or FCCH.

Medication Chart

The Medication Chart form is a working document between staff and parent/guardian, communicating when last dosage of medication was administered to the child at home and when medication was given to the child at the center or FCCH. Both parent/guardian and staff are to document any adverse reactions to the medication on the parent/guardian's copy of the form and exchanged at time of drop off and at time of pick-up.

(Both the Consent for Administration of Medication Form and the Medication Chart Form must be used together)

Important Medication Instructions:

- Staff members will be trained in the administration of the medication and potential side effects that may occur by designated health staff or community-based medical professional/organization.
- The last time the medication was given to the child must be documented by the parents/guardian at the time of the daily health check
- When the medication is no longer being given, the completed form will be given to the health staff and filed in the child's health file. All unused medications shall be returned to the parent/guardian
- The parent/guardian will notify the staff if the medication is changed or stopped (a doctor's note may be requested by staff)
- All medication should be returned to the parent at the end of the day or if the parent has a prescription for home use, the center/FCCH may keep the medication for the season
- The center/FCCH medication must be in a locked storage container*out of the reach of children. If the medication is stored in the refrigerator, it must be in a locked and labeled box, and stored at the manufacturer's recommended temperature.

*Please Note: Due to the emergency nature of allergies that could result in anaphylactic shock, **EPI-Pens**, are to be left unlocked (out of reach of children) and easily accessible to staff. EPI-Pens are to be with the staff during outside play (i.e.: fanny packs).