



# Systems Guide for the Proper Administration of Medication

Rule 5101:2-12-31: Administration of Medication

*"Sometimes I don't feel very good,  
and I need medicine to make me feel  
better. It's important that I get the  
right amount and kind of medicine, so  
I don't feel even worse. It's important  
that you let other people know I got  
my medicine, so they don't give it to  
me again."*



# What do the rules say?

The key to maintaining compliance with licensing rules is to first read and understand them. In examining any noncompliances that your program has had with administering medication, begin by reviewing Ohio Administrative Code Rule 5101:2-12-31: Administration of Medication.

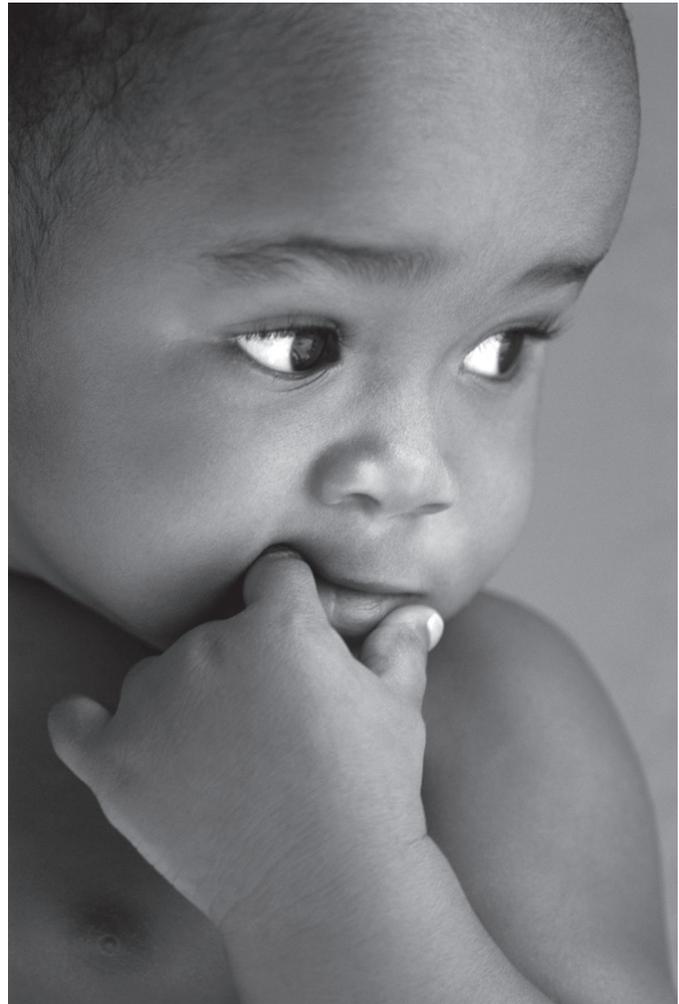
The rule can be found at:

**<http://codes.ohio.gov/oac/5101:2-12-31>**

After you've read the rule, ask yourself the following questions:

- Do I understand all parts of this rule?
- Do I understand why I was cited as being out of compliance with this rule?
- Have the rule requirements been discussed with staff who are responsible for maintaining compliance with them?
- Has the program designed and implemented any systems to achieve and maintain compliance with this rule?

The following page lists the most commonly cited serious risk noncompliances related to the administration of medication. Following each noncompliance is a reference to a system that your program could use that will help you achieve and maintain compliance. One or more systems may be recommended. Choose the one that would work best for your program.



Please contact the Child Care Policy Help Desk or your licensing specialist if you have questions regarding licensing rules. The Help Desk number is 1-877-302-2347. Press option 4.



## Rule 5101:2-12-31 Administration of Medication

What are the most common serious risk noncompliances cited by licensing specialists?

### Has your program had any of the following?

- » The center administered medication and did not have a JFS 01217, "Administration of Medication," completed. Refer to System One.
- » The parent did not complete all of the required sections of the JFS 01217, "Administration of Medication." Refer to System One.
- » The label on the medication indicates that a physician should be consulted for the appropriate dosage, based on the age/weight of the child, and Box 2 on the "Administration of Medication" form was not completed. Refer to System One.
- » A medication was given for a health condition and was not brought to the center in the original container, or did not have a prescription label attached. Refer to System One.
- » A sample medication was brought to the center without a label, and Box 2 of the JFS 01217, "Administration of Medication," was not completed by the physician. Refer to System One.
- » A health care plan was completed, and the parent indicated that the child may need emergency medication. A JFS 01217, "Administration of Medication," was not completed. Refer to System Four.
- » When completing the JFS 01217, "Administration of Medication," the parent indicated the time of dosage as being "every four hours" or "when needed." Specific times, or symptoms to look for, were not noted. Refer to Systems One and Two.
- » Medication was accessible to children in a diaper bag, cubbie, an unlocked drawer or on a low shelf. Refer to System Three.

## Rule 5101:2-12-31 Administration of Medication

# System One

Have a form that tracks all the medication currently in the center and limit the number of staff who have responsibility for administering it.

### Tracking:

- Each time a parent brings medication into the program, record it on one master medication log. The log should include:
  - » The name of the child
  - » The name of the medication
  - » When the medication should be administered
  - » The name of the staff person who will be responsible for administering the medication
  - » The time period for which the medication should be administered (if applicable)

### Training:

- Set up an area in the program where parents can complete the JFS 01217, "Administration of Medication." Provide sample copies of completed forms, highlighting all of the areas that the parent must complete.
- Have available the JFS 01580 and 01581, "Prescription Pads," forms to use as a checklist. After parents complete the JFS 01217, "Administration of Medication," have the parent use the JFS 01580 and 01581, "Prescription Pads," forms to check that all required information has been completed.
- The parent should give the medication and the forms – the JFS 01217, "Administration of Medication," and the JFS 01580 and 01581, "Prescription Pads" forms – to the designated staff person.
- The designated staff person who is responsible for receiving medication should review the JFS 01217, "Administration of Medication," and the medication prior to allowing the parent to leave.
- Depending on the size of the program, one or two people (and a back-up person) should be responsible for receiving medication into the program. All medication must be reviewed by that person prior to the parent leaving.
- If the information is incomplete, the parent must complete it prior to leaving.
- If the medication is not in its original container, if the label is missing or incomplete, or if a physician needs to provide further written instructions in Box 2, the center should not accept the medication.
- If the medication is needed because the child has a condition that would require a health care plan to be completed, then the parent must also complete a health care plan prior to leaving the program.
- After the staff person has reviewed the form and medication for all needed information, he or she should initial the bottom of the JFS 01217, "Administration of Medication," to verify that it has been reviewed.

### Monitoring:

- If the administrator is not the individual responsible for receiving medication, she/he should periodically review the JFS 01217, "Administration of Medication," to ensure that the staff person responsible for receiving medication is reviewing the forms and initialing the bottom.

## Rule 5101:2-12-31 Administration of Medication

# System Two

When a new medication is brought into the center, prior to allowing the parent to leave, ensure that all needed information is complete and on file.

### Tracking:

- Each time a parent brings medication into the program, record it on one master medication log. Keep the log in a centralized location that is accessible to the staff person designated to administer the medication and also to the administrator. The log should include:
  - » The name of the child
  - » The name of the medication
  - » When the medication should be administered
  - » The name of the staff person who will be responsible for administering the medication
  - » The time period for which the medication should be administered (if applicable)
- Each morning the staff person responsible for administering medication should review all medication that needs to be administered that day. A master schedule should be made daily to document which medication needs to be administered that day. As medication is administered, check the medication off on the schedule.

### Training:

- Designate a primary and secondary staff person who will be responsible for administering medication. Depending on the size of the center, two or more people may need to be designated as the primary staff people.
- Review with primary and secondary staff the master medication log. Review how to complete the daily schedule based on the medication included in the master log. Review how to complete the daily log and where the completed logs should be stored.

Note: Some medication present at the program may need to be given only if the child's condition presents itself (allergic reaction, asthma attack, etc.) and if the child has a medical/physical care plan. This type of medication will not need to be given every day. Staff should note this on the daily medication log so that it does not appear as if staff did not complete the form.

### Monitoring:

- Once a month, review the master medication log. Review all medications currently at the center. Ensure that all of the medications are recorded on the master medication log. Review the daily medication schedules to make sure that all medications that are required to be administered are documented on the schedule. Also review to ensure that once staff administer medication, in addition to documenting it on the JFS 01217, "Administration of Medication," they also initial the daily schedule.

# System Three

Create a “medication bag” and designate an area where all medication should be stored.

## Training:

- After the designated staff person receives and reviews the medication and the JFS 01217, “Administration of Medication,” create a “medication bag.” A large bag can be used for this purpose.
- The following items should be placed in the “medication bag”:
  - » The medication
  - » The JFS 01217, “Administration of Medication”
  - » The Health Care Plan (if medication is needed for a health condition)
  - » A dosing spoon or whatever tool is needed to administer the medication
- Place a sticker on the outside of the bag with the following information noted:
  - » The name of the medication
  - » The name of the child
  - » Expiration date of the medication
  - » Time the medication should be administered
- Designate a location in the program where medication will be stored. It is not required that medication be stored in a locked area, but this is strongly recommended. Medications must be stored out of the reach of children. Suggestions include:
  - » Administrator’s office
  - » Child’s classroom
  - » Locked box or inaccessible cupboard
  - » If medication requires refrigeration, locked container in refrigerator

## Monitoring:

- Use a daily log to track all medication(s) currently in the program. Check each medication on the log to ensure that it is being stored in the assigned location. Check the medication bag to ensure that all necessary items are in it.

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# System Four

Develop a system to ensure that children who need medication to treat health conditions have the appropriate paperwork completed.

### Tracking:

- Keep a master list of all the children who have health conditions. Note on the list the following:
  - » The name of the child and the health condition
  - » Treatment for the child
  - » Name of the medication that may need to be administered as a result of the health condition
  - » Name of staff who have been trained to assist the child
- Keep a copy of the list in each room, including the cafeteria, muscle room, classrooms, etc. Due to confidentiality issues, the list should be kept in a file or posted in a spot that is not readily accessible to parents or visitors.

### Training:

- Review health and enrollment records during orientations with parents to determine if children have a health condition that requires medication.
- If a medication is brought into the center that is typically associated with a health condition, make sure the staff person responsible for receiving the medication asks the parent why the child is receiving it, to determine if a health care plan is needed.

Medication used to treat illnesses or infections that are not ongoing conditions do not require health care plans. For example, if a child is prescribed an inhaler for bronchitis, the child would no longer need the inhaler after the bronchitis is gone.

### Monitoring:

- On a monthly basis, review the list of children with health conditions and the staff who have been trained to assist them. Review whether or not a medication may be needed to treat children with health conditions. If a medication is needed, review the JFS 01217, "Administration of Medication," to ensure that one has been completed.





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or your licensing specialist if you have questions  
regarding licensing rules.

Call 1-877-302-2347, option 4.

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Office of Communications  
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