

Procedure to Administer Emergency Medication

Preparation: (ONLY Medication Administrators may accept medication)

- Match the 5 Rights on the Medication Consent form and the Pharmacy label
 - Child
 - Medication
 - Time
 - Dose
 - Route

Are all instructions clear including when the medicine is to be given?
- Check the medication and Medication Consent form expiration dates.
- Only accept medication in the original container with the package instructions.
- Sign the Child/Day Care Program section of the Medication Consent form.
- Develop and sign an Individual Health Care Plan (OCFS-LDSS 7006) with the parent and/or Health Care Provider.
- List on second page person who completed the training for the medication, and staff members who were trained.(may also list names of trained caregivers on front page too)
- Keep the Medication Consent form, Medication Log, and medication package inserts together. This is also a good place to store a copy of the child's Individual Health Care Plan.
- Store the emergency medication and above paperwork in the safe medication storage area.
- **All Staff with proper training:** Periodically review the Medication Consent Form, package inserts, and Individual Health Care Plan so that you are always ready to give the medicine in the event of an emergency.

Administration: (giving the medicine when the child needs it)

- **Check the 5 Rights**
 1. **Time:** Do the child's symptoms match those on the Medication Consent form?
When was the last time the medicine was given? Is it OK to repeat a dose now?
 2. **Medication:** Do you have the correct child's medication?
 3. **Child:** Double check that you have the correct medicine for this child.
 4. **Dose:** Double check that you have the correct dose of medicine.
 5. **Route:** Double check that you are giving the medication in the correct way.

****Epi-Pen is preset: Quickly check Right Medication & Child****

- Administer the medication according the Medication Consent form and package instructions.
- **For Epi-Pen:** Call 911, then the parent. Stay with the child until ambulance arrives.
- **For asthma medication:** Call the parent, stay with the child until breathing returns to normal. Follow MD orders. **If breathing does not return to normal or child appears to be in respiratory distress, call 911.**
- **Never leave the medication unattended.**

Documentation:

- For Epi-Pen: Give used Epi-Pen and Emergency Card with "permission to treat" to emergency responders. Complete Incident Report and medication documentation.
- Document administration of medication on Medication Log. Do a 3rd check of 5 rights as you document administering the medication.
- Return asthma medication or unused Epi-Pen to safe medication storage.