

We wanted to make you aware of a few requirements that have changed for parents and your health care providers. They are noted as follows:

- Non-prescription (Over The Counter) Medication must be in its original container, labeled with the child's first and last name and *will be dated when it is received by the center. Package inserts, which list possible side effects, symptoms and instructions must be brought to the center.*
- Prescription Medication must be in its original container and have the original pharmacy label attached which includes: child's name, authorized prescriber's name, pharmacy name and telephone number, date prescription was filled, name of medication, dosage, how often to give the medication and the date the medication is to be discontinued or the length of time, in days, the medication is to be given. *The pharmacy attachment which lists possible side effects, symptoms, drug interactions and instructions must be brought to the center.*
- *The package inserts and pharmacy attachments allow us to be aware of any possible side effects, adverse effects, allergic reactions or severe allergic reactions that could occur.*
- *If a physician has ordered a brand name medication, for example: "Tylenol" we may only administer the brand named by the physician.*
- *If a physician has ordered medications generically, we will be able to administer either "CVS" Brand Acetaminophen or a Brand Name equivalent "Tylenol" (Acetaminophen).*
- *The attached Written Medication Form will need to be completely filled out before we can administer the medication. This form will replace our Medication Order Form. In addition to the information we previously required on our Medication Order Form, the following information is now required:*
  - *Frequency the medication is to be administered or the condition(s) or change in condition(s) the child care provider must observe while the child is in care that directs the child care provider to administer the medication.*
  - *Most common side effects or reactions, special instructions or considerations—including but not limited to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions.*
  - *Any circumstances under which the medication should not be administered, if applicable.*
  - *Date the medication shall be discontinued or length of time, in days, the medication is to be given.*
- *The Written Medication Form is available on our website, so that you can bring it with you to your child's sick visit and obtain the authorized prescriber's signature. It is suggested that you keep a few of these forms at home, and leave a few forms in your child's file at the doctor's office, this way they have blank forms on hand. We have extra copies at the front desk, help yourself!*
- *We are no longer able to accept documentation from the physician on a prescription pad. The OCFS is requiring the Written Medication Form.*

- The Parent Authorization form that is completed upon enrollment to the center does cover non medicated, over the counter topicals, such as diaper cream, diaper ointments, and sunscreen. *Should your need to authorize or de-authorize these products arise, a new Parent Authorization Form will need to be completed.* New Parent Authorization Forms will be issued upon the anniversary of your child's enrollment date, on an annual basis for updating. As always, these products are supplied by the parent and must be labeled with the child's first and last name. *Should your child need an over the counter medicated or prescription diaper ointment/cream, a Written Medication Form would need to be completed before a MAT certified staff member can apply.*
- *The Parent Communication Form (attached) will allow parents to record daily information regarding their child and/or incidents, injuries or medication documentation that occurred while the child was away from the center. This form will be posted on the website and can also be found in your child's classroom.*

The minimum requirements for Medication Administration are as follows. Please note that there are minimum requirements for Infants (children up to 18 months of age) and Non-Infants (children over 18 months of age).

Kiddie Academy of Greenlawn is dedicated to providing a safe and healthy environment for our children. Many of the policies and procedures that we had in place meet or exceed the new regulations. The MAT certification has allowed us the opportunity to self evaluate and make welcomed changes which have enhanced our Health Policy and medication administration.

Should you have any questions or concerns, please speak with Karen or myself.

*Regards,  
Alissa*

**Minimum Permission Requirements for On-Going Medication Administration:**  
*On-Going Medication is defined as any medication that is authorized by the parent and/or health care provider to be administered for two or more days...*

*All instructions and permissions must be renewed at least every **six months**.*

<i>Medication Type</i>	<i>Medication Route</i>	<i>Minimum Type of Permission Needed (Verbal or Written)</i>	
		<i>Parent Permission</i>	<i>Health Care Provider Instructions</i>
<i>Over The Counter</i>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Written</i>	<i>Written</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>

<i>Medication Type</i>	<i>Medication Route</i>	<i>Minimum Type of Permission Needed (Verbal or Written)</i>	
		<i>Parent Permission</i>	<i>Health Care Provider Instructions</i>
<i>Prescription</i>	<i>Topical</i>	<i>Written</i>	<i>Written</i>
	<i>Oral</i>	<i>Written</i>	<i>Written</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>
	<i>Nebulizer</i>	<i>Written</i>	<i>Written</i>
	<i>Epi-Pen Injection</i>	<i>Written</i>	<i>Written</i>

*\*For over-the-counter topical medications where instructions from the child's health care provider are not required, the parent's instructions for administration must be consistent with any directions for use noted on the original container, including but not limited to precautions related to age and special health conditions. If the instructions are not consistent, written instructions from the child's health care provider are required.*

Minimum Permission Requirements When A Parent Arrives At Program and Requests Administration of Medication:

*The permissions identified are only valid for **ONE** day. The appropriate permissions must be obtained per the ongoing medication requirements to administer on following days.*

**PERMISSION NEEDED FOR INFANTS**  
*(An infant is defined as any child up to 18 months of age)*

<i>Medication Type</i>	<i>Medication Route</i>	<i>Minimum Type of Permission Needed (Verbal or Written)</i>	
		<i>Parent Permission</i>	<i>Health Care Provider Instructions</i>
<i>Over The Counter</i>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>

<i>Medication Type</i>	<i>Medication Route</i>	<i>Minimum Type of Permission Needed (Verbal or Written)</i>	
		<i>Parent Permission</i>	<i>Health Care Provider Instructions</i>
<i>Prescription</i>	<i>Topical</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Oral</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Inhaled/Nasal</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Patches</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Eye</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Ear</i>	<i>Verbal</i>	<i>Verbal**</i>

*\*\*Verbal permission is documented on the Verbal Medication Consent Form and Log of Administration and is completed by MAT certified staff.*

Minimum Permission Requirements When A Parent Arrives At Program and Requests Administration of Medication:

*The permissions identified are only valid for **ONE** day. The appropriate permissions must be obtained per the ongoing medication requirements to administer on following days.*

**PERMISSION NEEDED FOR NON-INFANT**  
*(A non-infant is defined as any child over 18 months of age)*

Medication Type	Medication Route	Minimum Type of Permission Needed (Verbal or Written)	
		Parent Permission	Health Care Provider Instructions
<i>Over The Counter</i>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>

Medication Type	Medication Route	Minimum Type of Permission Needed (Verbal or Written)	
		Parent Permission	Health Care Provider Instructions
<i>Prescription</i>	<i>Topical</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Oral</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Inhaled/Nasal</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Patches</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Eye</i>	<i>Verbal</i>	<i>Verbal**</i>
	<i>Ear</i>	<i>Verbal</i>	<i>Verbal**</i>

*\*When instructions from the child's health care provider are not required, the parent's instructions for administration must be consistent with any directions for use noted on the original container, including but not limited to precautions related to the child's age and special health conditions. If the instructions are not consistent, we must obtain written instructions from the health care provider before administering the medication.*

*\*\*For any verbal instructions received from the child's health care provider, we must request instructions be sent in writing and document that this request was made. Verbal permission is documented on the Verbal Medication Consent Form and Log of Administration and is completed by MAT certified staff.*