

Questions and Answers Regarding Medication Administration

Q. *If it's time to give a medication, should we wake a sleeping child?*

A. This depends on the health care provider's instructions. If the child is likely to be napping when the medication is scheduled to be administered, the educator should remind parents to ask their health care provider this question when the medication is first prescribed.

Q. *Is there a sample medication administration log?*

A. EEC will post a sample medication administration log on the regulations resource page at <http://www.eec.state.ma.us/licensingRegulations.aspx>

Q. *Can a program's health care consultant train staff in medication administration, instead of using the EEC training?*

A. Yes, provided the training covers the "5 Rights" of medication administration and EEC regulations regarding consents, and that staff are given a follow-up test on the content of the training. The health care consultant must document the date and time the training was given and the names of staff who attended the training and completed the follow up test satisfactorily.

Q. *Is one medication administration training good forever, or must it be renewed?*

A. The regulations do not require that medication administration training be repeated. However, EEC strongly recommends that educators responsible for administering medications repeat the training annually because best practices for medication administration are always evolving and continue to be updated. EEC may also require that the training be repeated in response to specific circumstances at a program.

Q. *What other options for the "5 Rights of Medication Administration" training are available if computer access is a problem?*

A. Educators who do not have access to a computer at home or work can access the training via any public access computer, such as those at the local library. Educators may also make arrangements to view the training at their EEC Regional Office by calling and scheduling an appointment.

Q. *Can Family Child Care Systems do a group training for their members, and give training hours and certificates?*

A. Yes, provided that the educators complete the follow-up test individually. The system must keep a record of the date and time of the training, and the name and score of the individual taking the test.

Q. *Can a program choose not to give prescription medications to children in care?*

A. No. The new regulations require that programs administer prescription medications in accordance with physicians' instructions. Programs can choose not to give over-the- counter (non-prescription) medications if they wish, and if

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