

Appendix B to Rule 5101:2-14-15

Appendix B: Provider Responsibility for Administering and Storing Medications**Storing Medication**

- All medication and food supplements must be immediately and safely stored.
- All school children shall have immediate access to personal inhalers.
- All medications should be stored so they can be quickly accessed in case of an emergency that would require evacuation from the premises.
- Refrigerate medication as needed immediately upon arrival at the provider's home. Store medication in a separate container to prevent contamination with foods.
- Keep medications out of the reach of children.
- Remove all medications from the home when no longer needed or expired.

General Requirements for all Medications, Topical Products and Lotions

- The provider shall not give the medication, food supplement, or topical product until after the child has received the medication, food supplement, or topical product at least once prior to the provider administering a dose, to avoid unexpected reactions.
- The provider shall not administer the medication, food supplement, or modified diet for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label or for twelve months whichever comes first.
- The provider shall document each administration or application of medication on the JFS 01644 "Permission to Administer Medication for Type B Family Child Care and In-Home Aides" (rev. 8/2008). Application of nonprescription topical products and lotions used only as a preventative measure do not need to be documented.
- Nonprescription medication dosages administered should not exceed prescribed dosages or the manufacturer's recommended dosages.
- A separate JFS 01644 is to be used for each medication to be administered.
- Completed JFS 01644 forms shall be kept on file at the provider's home for review by the county department of job and family services (CDJFS) for at least one year following the administration of the medication, food supplement, or modified diet.

Prescription Medications

- The provider shall have the caretaker complete and sign box one of the JFS 01644 "Permission to Administer Medication for Type B Family Child Care and In-Home Aides", which shall be valid for no longer than twelve months. The provider shall follow either written instructions of a licensed physician, a physician's assistant, an advanced practice nurse (APN) certified to prescribe medications or a licensed dentist on the JFS 01644, or a prescription label as long as the following are met:
 - The label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration.

- The prescription label is attached to the original container.
- The provider shall follow these prescription medication guidelines when administering nonprescription medications that contain aspirin or codeine.

Nonprescription Medications

- Without written instructions from a physician, a physician's assistant or APN, the provider may administer only nonprescription, fever reducing medications that do not contain aspirin, or cough or cold medications that do not contain codeine. When administering nonprescription medications the following requirements shall be met:
 - The provider shall secure and follow written instructions from the caretaker on the JFS 01644. The instructions shall not exceed manufacturers' recommended dosages.
 - Medications shall be in the original container with the original label attached. The label must specify appropriate dosages based on the child's age or weight.
 - The full name of the child, who is to receive the medication, shall be printed on the container.
 - The provider shall administer the medication for no more than three consecutive days in a fourteen calendar day period.

Nonprescription Topical Products or Lotions

- The provider may apply nonprescription topical products or lotions if the following are met:
 - The provider shall secure written instructions from the caretaker on the JFS 01644. The caretaker shall complete box one of the JFS 01644 which shall be valid for no longer than twelve months.
 - The provider shall follow manufacturers' guidelines regarding application.
 - When used for skin irritations, such as diaper rash or teething, the topical product shall be applied to the child by the provider for no longer than fourteen consecutive days at any one period of use.