



Ohio Administrative Code

Rule 5180:2-14-12 Medication administration.

Effective: July 1, 2026

(A) What is required for an in-home aide (IHA) to administer medication to a child?

(1) Written permission from a parent is required for the IHA to administer to a child:

- (a) All prescription medication.
- (b) All non-prescription medication.
- (c) All sample medication.
- (d) All medical foods.
- (e) Topical products and lotions. Written parental permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months.

(2) A record of medication(s) and medical food(s) administered is to be kept for each child containing:

- (a) Name of child.
- (b) Name of medication and dosage.
- (c) Date and time administered.
- (d) Signature of the staff member that administered the medication.
- (e) A record of medication administered is not required for non-prescription topical products and lotions.

(3) The Ohio department of children and youth (DCY) 01236 "Health Care Plan Documentation & Permission to Administer Medication" may be used to document medication administration.

(B) Who can provide instructions for administering medications or medical foods?

Instructions for administration are required by the individuals, depending on the type of medication or medical food:

(1) Instructions from a licensed dentist, licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) are required for administering:

- (a) Medical foods.
- (b) Prescription medications, including samples.



5180:2-14-12

2

- (c) Non-prescription medicines containing aspirin.
- (d) Topical preventative products and lotions, when the instructions for use exceed or do not match the manufacturer's instructions, or the non-prescription medication is not stored in original container.
- (e) Instructions are not required if the prescription medication is stored in the original container with prescription label that includes the child's full name, exact dosage and directions for use.

(2) Instructions from the child's parent are required when:

- (a) Following manufacturer's instructions to administer topical preventative products and lotions.
- (b) The non-prescription medication is stored in the original container and used following manufacturer's instructions.

(3) Acceptable documentation formats for all instructions the IHA utilizes to meet this rule include information provided on, but not limited to, DCY forms, electronic patient chart systems, physician or hospital discharge instructions.

(C) What are the additional requirements for administering medication or medical foods?

When administering medications or medical foods, the IHA is to:

- (1) Not administer any medication, medical food, or topical product until after the child has received the first dose or application at least once prior to the IHA administering a dose or applying the product, to avoid unexpected reactions. Emergency medications for the child are exempt from this requirement.
- (2) Not administer any medication, medical food or topical product for any period of time beyond the date indicated by the licensed dentist, licensed physician, PA, APRN or as directed on the manufacturer's instructions.
- (3) Apply the non-prescription topical products and lotions according to the manufacturer's instructions.
- (4) Document each administration or application immediately after administering, including when school-age children administer their own medication. This excludes non-prescription topical products and lotions.
- (5) Follow prescribed dosages or the manufacturer's recommended dosages for administering non-prescription medication.



5180:2-14-12

3

- (6) Complete a separate documentation for each medication to be administered for each child, excluding the exempted items in paragraph (A)(2)(e) of this rule. Written permission is valid for the time period specified on the permission, not to exceed twelve months from the date of signature.

(D) What are the requirements for storing medication, medical foods or topical products?

The IHA is to:

- (1) Safely store all medication, medical foods, and topical products. Ensure the medication, medical food, or topical product is stored per the requirements on the label in the original container with the child's name affixed. Non-prescription medications and topicals are to have a manufacturer's label containing directions based on the age and/or weight of the child.
- (2) Keep medication, medical foods, and topical products out of the reach of children, unless a school-age child is permitted to carry their own emergency medication and documentation is completed and on file at the home.
- (3) Refrigerate, in a separate container, medications, medical foods, or topical products, if needed.
- (4) Ensure that medications, medical foods, and topical products are accessible to the IHA at all times.
- (5) Ensure that medications, medical foods, and topical products are removed from the home when no longer needed. Medication is to be discarded when expired, unless documentation is provided by a physician for continued use.