



MEDICATION ADMINISTRATION POLICY

Dear Parents/Guardians of the NYCID After-School Programs,

Please be advised that according to department of health regulations our program is ONLY authorized to administer over-the-counter topical ointments, lotions, and creams, sprays, including sunscreen products and topically applied insect repellent. We are also authorized to administer epinephrine auto-injectors, diphenhydramine in combination with epinephrine auto-injector, asthma inhalers and nebulizers. There will always be a NYCID staff with CPR & First Aid certification on site that are trained in the administration of these medications. Under no circumstances are we permitted to administer any other medications to participants in our program.

If your child is in need of medications not listed above during program hours, ONLY a person who is a relative, at least 18 years of age, who is within the third degree of consanguinity of the parents or step-parents of the child, even if the person is an employee or volunteer of the program, may administer medication to the child he/she is related to while the child is attending the program, even though the program is not approved to administer medication. (A relative within the third degree of consanguinity of the parents or step-parents of the child includes: the grandparents of the child; the great grandparents of the child, the great-great grandparents of the child; the aunts and uncles of the child, including the spouses of the aunts and uncles; the great aunts and great uncles of the child, including the spouses of the great aunts and great uncles of the child; the siblings of the child; and the 1st cousins of the child, including the spouses of the 1st cousins of the child).

School-Age Children Exemptions for Carrying and Administering Medication

When a program has agreed to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or an epinephrine auto-injector for anaphylaxis, a school-age child may carry and use these devices during after care hours if the program secures written permission of such use of a duly authorized health care provider or licensed prescriber, written parental consent, and completes an Individual Health Care Plan for the child.

The Individual Health Care Plan, parental consent, and health care provider or licensed prescriber consent documenting permission for a school-age child to carry an inhaler or auto-injector must be maintained on file by the program (see form attached).

Over-the-Counter Topical Ointments, Lotions and Creams, Sprays including Sunscreen Products and Topically Applied Insect Repellant (TO/SIR):

Parent permission must be obtained before any over-the-counter TO/S/R will be applied. (See form attached)

Any over-the-counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R. All over-the-counter TO/S/R will be kept in its original container. All child-specific TO/S/R will be labeled with the child's first and last names.

All over-the-counter TO/S/R applied to a child during program hours will be documented.

Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers, and Nebulizers:

Staff NOT authorized to administer medications may administer emergency care through the use of epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers, or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written **Individual Health Care Plan for a Child with Special Health Care Needs** must be submitted. (See form attached)
- An order from the child's health care provider to administer the emergency medication including a prescription for the medication. (The form attached may be used to meet this requirement).
- Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider (The form attached may be used to meet this requirement).
- Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional, or a health care consultant.

Additionally:

- Staff who have been instructed on the use of the auto-injector, diphenhydramine, asthma medication, or nebulizer will be present during all of the hours the child with the potential emergency condition is in care and will be listed on the child's **Individual Health Care Plan**.
- The staff administering the auto-injector, diphenhydramine, asthma medication, or nebulizer will be at least 18 years old, unless the administrant is the parent of the child.
- The staff administering the auto-injector, diphenhydramine, asthma medication, or nebulizer will possess current certification in first aid and cardiopulmonary resuscitation (CPR).
- **Staff will immediately contact 911 after administering epinephrine.**
- If an inhaler or nebulizer for asthma is administered, staff will call 911 if the child's breathing does not return to normal after its use.
- Storage, documentation of administration of medication, and labeling of the auto-injector, asthma inhaler, and asthma nebulizer will be in compliance with all appropriate regulations.