

GLOSSARY

This is a list of selected terms used throughout the MAT course. The glossary is intended to help participants understand terms used as they apply to this training.

abbreviation- short form or symbol used in place of complete term or word.

acronym- a word formed from the first letter or letters of each of the successive parts of a compound term.

active medication participation – the act of a child assisting in the taking of his/her medication.

active ingredient – the main component of the medication that is designed to produce the desired effect.

acute illness – sickness that begins quickly and lasts only a short time. Illness is the state of being sick.

administration – the act of giving. See medication administration.

adverse effect - unexpected reaction of a medication that can be potentially harmful.

allergic reaction – a potentially harmful immune response to a foreign substance which could include medication. These reactions occur when the immune system overacts to a substance called an allergen. These reactions do not always occur the first time the trigger or allergen is introduced and may worsen with each exposure to the substance.

anaphylaxis – a severe and potentially life threatening sudden allergic reaction characterized by hives, swelling, shortness of breath and requiring immediate treatment. Refer to Module 7.

asthma – a chronic condition characterized by severe difficulty breathing caused by a spasm of the bronchial tubes or by swelling of mucous membranes caused by a response to a trigger and/or an allergen. This may occur in childhood. Refer to Module 6.

as needed medication – medication given to treat specific symptoms at nonspecific times, often to relieve or control symptoms that may recur from a known condition. See PRN medication.

auto-injector – device for delivering an injection by an automatic system. See epinephrine.

brand name – a name given to the medicine by the pharmaceutical company that created it.

best practice technique - the most appropriate steps to administer medication that reduces the risk of errors.

common name – see *generic name*.

children with special health care needs- children with a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more which will require health and related services of a type or amount beyond that required by children generally. Refer to Module 8.

chronic illness – sickness or disease that is of long duration. It cannot be cured and will not go away. Illness is the state of being sick.

competency based training– training in which each participant must show his/her ability and understanding of the principles covered in the training by completing written tests and demonstrations.

controlled substance - any substance designated as having a high potential for misuse. These substances are regulated by the federal government. A list of controlled substances can be obtained from the Drug Enforcement Administration.

consanguinity - a close relation or connection. A relative within the third degree of consanguinity of the parent or step-parent 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; the siblings of the child; and the first cousins of the child, including the spouses of the cousins.

contaminated – any substance or material that was exposed, soiled or stained with body fluids, blood or airborne infectious materials. Refer to Module 3.

curvature – the bending of a line or surface. For this training, the term applies to the slope or curve seen when looking at the measurement of a liquid medication at eye level. The lowest point of the curvature is the point for measuring the correct amount of the medication ordered.

demonstration – to physically perform or act out the steps to show understanding of safe medication principles. See Module 5.

desired effect - the beneficial and sought-after effect of the medication.

disposal - discarding medication that is expired, damaged or no longer needed. Expired or no longer needed medication should be returned to the parent for disposal. See Module 2.

epinephrine - a medication used to quickly relieve or block certain severe allergic reactions (see anaphylaxis) until more medical care is available. This must be given by injection. See Module 7.

expired medication - medication that can no longer be guaranteed as safe and effective since either chemical breakdown or contamination may have occurred by this date. Expired medication may say “discard after” a certain date.

‘five rights’ of medication administration - FIVE pieces of information necessary to administer medication correctly. The “Five Rights” include: *medication, time, dose, route* and *child*. Following these five rights of medication administration each time medication is given will help to prevent medication errors.

generic name - the “active ingredient” of the medication.

health care consultant - is a physician, physician assistant, nurse practitioner or registered nurse with a valid New York State license. Such consultant shall be an individual primarily responsible for working closely with the child care program to develop and implement a safe and realistic health care plan for administering medication in the program.

health care provider- is a licensed physician, physician’s assistant, nurse practitioner or registered nurse. For the purposes of MAT – must have a valid NYS license.

hives- a skin condition characterized by itching and welts caused by a reaction to internal or external agents, an infection or a nervous condition. Refer to Module 7.

illness – the state of being sick.

ineffective - the absence of a desired effect, after allowing sufficient time for the medication to work.

inhaler - a device for administering medication using the nose, lungs or other part of the respiratory tract by breathing in the medicine.

independent medication administration – the process by which a child carries his/her own medication, determines if and when a dose is needed and administers the dose without supervision. Refer to Module 8.

licensed authorized prescriber- a person licensed, currently registered and authorized under the Education law to issue prescriptions for medication or medical treatment. For the purposes of MAT – must have a valid NYS license. Sometimes referred to as prescriber.

localized- confined or restricted to a particular location. The use of this term in this curriculum refers to how a mild allergic reaction might appear on a child's body part. Example; a localized red skin rash on the stomach or a localized region of hives on the neck. Refer to Handout 1.1

Log of Medication Administration - the OCFS approved form which provides a written record for each medication given to a specific child. The day care provider writes the date(s) and time(s) the medication was administered to a child while in care.

MAT - acronym for the **Medication Administration Training** course.

MDI- acronym for **Metered Dose Inhaler** device. A metered dose inhaler is used to deliver a precise dose of medication from a multi-dose container into the lungs.

medication - any non-food substance used to treat a disease or illness or used to prevent or cure health problems.

medication administration- the complete process of giving medication, observing and reporting desired and undesired effects and reviewing each step to maximize benefit and reduce risk as described by the medication administration phases.

medication categories - a type or common grouping of medicine based on their purposes or general function. In this training prescription medication is considered a different category than over-the-counter medication.

medication effects – how medication may interact with other food or drugs. These effects may be desired or undesired.

medication error – a mistake made during the process of administering medication. For example, gave the incorrect medication, gave the medication at the incorrect time (*gave more than 30 minutes before or 30 minutes after time authorized*), gave the incorrect dose, gave using the incorrect route, gave the medication to the incorrect child, gave an expired medication, forgot to give medication or gave medication when the child's written medication consent form is expired are all considered medication errors. Refer to Module 8.

medication holiday – a scheduled time frame, as instructed by the child's licensed authorized prescriber, where the child is not to receive his/her medication.

medication label – the label on the pharmacy bottle or container that contains the information necessary to administer the medication safely.

medication package – the container in which the medication is supplied. This may sometimes contain important information such as side effects, special considerations and drug/food interaction. Refer to Module 1.

medicine – See medication.

meniscus – the lowest point or the dip of the curvature in a liquid. Refer to Module 5.

mucous membrane – a membrane rich in mucous glands; *specifically*: one that lines body passages and cavities which communicate directly or indirectly with the exterior. Refer to Module 3.

nebulizer machine - a compressor device that finely disperses a liquid drug for inhalation. This apparatus is used frequently for the treatment of asthmatic children. This device must be cleaned properly after each use to prevent the growth of bacteria. Refer to Module 8.

negative effect - undesired effect. Any effect other than the desired effect. An unwanted response.

non-prescription medication – medication that can be obtained without a prescription from a licensed authorized prescriber. Also known as over-the-counter medication.

NYS- acronym for **New York State**.

OCFS – acronym for the **Office of Children and Family Services**. The New York State agency responsible for the regulations governing the safety and well being of children receiving care in New York State.

optimal – most desirable.

OTC medication- acronym for **over-the-counter** medication.

over-the-counter medication– another term for nonprescription medication. *See nonprescription medication.*

package insert – the information provided on a separate sheet accompanying the medication package or container. It includes common side effects, warnings and administration information. This information may be printed directly on the medication package or container. The package and/or insert should be provided by parents.

peak action – the point at which the body has the maximum effect of the medication after the medication has been administered.

peak flow meter - a portable, hand-held device used to measure how hard and fast the child can push air out of the lungs. Measurements with a peak flow meter help the child's parent and physician monitor asthma. These measurements can be important in helping the child's physician prescribe medicines to keep asthma in control.

pharmacy - a licensed establishment where prescription medications are filled and dispensed by a pharmacist licensed under the laws of the state where he or she practices.

prescription medication – medication which can only be obtained with a written order from a licensed authorized prescriber to treat a specific condition. Often referred to as **Rx**, which is a short form of the Latin word, *recipere*, which means “to take”.

prescriber – see licensed authorized prescriber.

PRN- acronym for the Latin *pro re nata*, meaning “as needed”. PRN medication is given when a child exhibits specific symptoms.

reportable incident- situations or occurrences that must be reported to *NYS OCFS* in a timely fashion by the day care provider. Participants of this training will report an incident of medication errors per the regulations.

route- the means of access for medication to enter the body. Also referred to as method of administration.

seizure- a sudden attack, spasm, convulsion or an extreme emotional change, change in consciousness, as in epilepsy or another disorder.

side effect- the action or effect of a drug other than the desired or sought after effect.

therapeutic- possessing health, restorative, preventive, medicinal or healing properties. This term pertains to results obtained from desired effects of medication.

undesired effect- any effect other than the desired effect. Undesired effects are also called side effects, which include adverse effects and allergic reactions. Refer to Handout 1.1.

unintentional poisoning- unintended or unplanned ingestion of any substance, including medication. Refer to Handout 7.1.

verbal instructions/permissions- instructions received orally from a parent or guardian and/or the licensed authorized prescriber to administer medication. Verbal instructions can only be in lieu of written instructions and permission in certain circumstances. Refer to Module 2.

waiver – a written request on an OCFS approved form from a day care program looking for approval to meet the intentions of the regulations in a manner that is not specifically written in the regulations. The program cannot implement the waiver request until approved by OCFS. Refer to Module 7.

written permission/instructions – permission and instructions for administering medication written on the OCFS approved Written Medication Consent Form or approved equivalent completed by the child's parent/guardian and/or health care provider. Refer to Module 2.

Written Medication Consent Form – the OCFS approved form which provides written health care provider instructions and parental permission for each medication given to a specific child. There should be one form for each medication the child receives while in care.