

# Stock Medication Policy Statement



## #04-2

### Authorization to Keep Non-Prescription, Over-the-Counter Medication in Stock at Day Care Program Sites

BUREAU OF EARLY CHILDHOOD SERVICES  
POLICY STATEMENT

<b>ID NUMBER:</b>	04-2
<b>TOPIC:</b>	Authorization to Keep Non-Prescription, Over-the-Counter Medication in Stock at Day Care Program Sites
<b>MODALITIES IMPACTED:</b>	DCC, SACC, FDC and GFDC
<b>APPLICABLE REGULATIONS:</b>	416.11(j)(7)(i), 416.11(j)(9), 417.11(j)(7)(i), 417.11(j)(9), 418-1.11(j)(6)(i), 418-1.11(j)(8), 418-2.11(i)(7)(i), 418-2.11(i)(9), 414.11(g)(7)(i) and 414.11(g)(9)
<b>CONTACT:</b>	Kathleen Pickel Phone: (518) 473-1009 Email: 90a380@dfa.state.ny.us
<b>EFFECTIVE:</b>	Immediately

*THIS POLICY STATEMENT IS EFFECTIVE IMMEDIATELY AND CANCELS ALL PREVIOUS MEMOS OR STATEMENTS ON THIS TOPIC.*

A day care program interested in keeping a supply of certain **non-prescription** (over-the-counter) medication\* at the program site, to be used in the event that an infant or child in the program develops symptoms while in care that indicate the need for the medication, may do so only if a waiver has been approved by OCFS for this purpose. These medications will be referred to in this policy statement as "stock medication."

All requests for waivers concerning stock medication in a day care programs will be carefully evaluated by OCFS. Programs that store and administer medication that are not labeled for a specific child must have policies in place that guarantee safe storage and proper administration. In addition, the program must address the need for strict infection control practices as they pertain to stock medication. A program's request for a waiver to stock medication must include a plan that meets the above conditions and must also reflect the authority the program has been given in their approved health care plan to administer the type of medication it requested to stock.

Day care programs are not permitted to stock **prescription** medication, including EpiPen®, with one exception: Head Start Programs that participate in the New York State Fluoride Tablet program, sponsored by the New York State Department of Health, will be permitted to stock prescription fluoride tablets.

### **Storage of stock medication**

Stock medication must be kept in a clean area that is inaccessible to children. In addition, any stock medication should be stored separately from child-specific medication.

Stock medication must be kept in the original container and have the following information on the label or in the package insert.

- Name of the medication
- Reasons for use
- Directions for use including route of administration
- Dosage instructions
- Possible side effects and/or adverse reactions
- Warnings or conditions under which it is inadvisable to administer the medication (contraindications)
- Expiration date

### **Infection Control**

Child care programs that stock medication, which are not in single dose packaging, must have a mechanism in place to provide a separate device to administer the medication for each child that may need the medication. Once the device has been used for the child (for example: a medicine cup, dosing spoon, oral syringe, etc.) it may be disposed of or reused only for that specific child and must be labeled with the child's first and last name.

In addition, the program must include the procedure for dispensing the stock medication from the container to the device or directly administering to the child without contaminating the stock medication.

### **Permissions and Instructions**

Child care programs must follow all regulations related to parent or guardian permissions and health care provider instructions.

### **Administration**

Any stock medication must be administered using best practice techniques in accordance with the directions for use on the medication package.

### **Waiver Process**

All waiver request applications must be reviewed by the Regional Office Manager. If approved waiver information must be entered into the Child Care Facility System (CCFS).

\* Non-prescription, over-the-counter medications are medications that would typically be administered to children with common childhood ailments or symptoms. Some examples of these types of medications would include acetaminophen, antihistamines, ibuprofen, decongestants, benzocaine, and calamine lotion.

### **Approved by**

Suzanne Zafonte Sennett

Date: 9-2-04