

What Permissions and Instructions Do I Need to Give Medication?



You must have **written** permission from the parent and **written** instructions from the child's health care provider to give any medication.

- The permission and instructions must be written in the language(s) written on your MAT certificate once you pass the course.
- Parents and health care providers must renew the written permission and instructions at least once every six months.
- You can accept faxed consents for written permission and instructions.
- All written permission and instructions should be provided on the OCFS *Written Medication Consent Form*.

Check your program's health care plan to see:

- If your program has created its own permission and instructions form.
- If you can accept written permission and instructions not provided on a preapproved equivalent of the OCFS *Written Medication Consent Form*. Written information needs to include:
 - ◆ Child's first and last name
 - ◆ Date of birth
 - ◆ Known allergies (KA)
 - ◆ Medication name (including strength)
 - ◆ Medication dosage
 - ◆ Route of administration
 - ◆ How often to give medication, or what symptoms child must exhibit that necessitate administering the medication
 - ◆ Possible side effects and/or additional side effects
 - ◆ Actions to take if side effects are observed
 - ◆ Special instructions via package insert and/or additional special instructions
 - ◆ Reason the child is taking the medication (unless confidential by law)
 - ◆ Does the child have a Special Health Care Need according to OCFS' definition?
 - ◆ Is this a change from a previous medication order?
 - ◆ Date prescriber authorized
 - ◆ Date to be discontinued
 - ◆ Prescriber name, telephone number and licensed authorized prescriber's signature



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