What Permissions and Instructions Do I Need to Give Medication?

All child care providers can give the following with written permission from the parent:

- Sunscreen
- Topically applied insect repellent
- Over-the-counter topical ointments (This includes ointments, creams, gels and lotions.)

If the package directions indicate to consult a doctor, or if the instructions provided by the parent do not match the label instructions, you need written instructions from the child’s health care provider before you can give it.

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 a language in which you can read and write.
- Parents and health care providers must renew the written permission and instructions at least once every six months for children under the age of five (5) years, and once per year for children five (5) years and older.
- 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 or an approved equivalent.

Your program’s Health Care Plan outlines the policies and procedures that you must follow when administering medication. 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

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♦ 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

**Permission and Instructions Exceptions**

If your health care plan permits, you may accept verbal permission in the following circumstances:

1. For children less than eighteen (18) months of age, prescription medication, oral over-the-counter medication, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by a caregiver for one day only, with verbal permission of the parent and verbal instructions directly from the health care provider or licensed authorized prescriber. If prescription medication, oral over-the-counter medication, medicated patches, and eye, ear, or nasal drops or sprays are to be administered on a subsequent day or on an ongoing basis, written permission from the parent and written instructions from the health care provider must have been provided to the caregiver prior to such administration.

2. For children eighteen (18) months of age and older, prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays, can be administered by a caregiver for one day only, with the verbal permission of the parent.

A caregiver cannot administer medication to any child in care if the parent’s instructions differ from the instructions on the medication packaging, until the child care provider receives permission from a health care provider or licensed authorized prescriber on how to administer the medication.

• The caregiver must immediately notify the parent if the caregiver will not administer medication due to differing instructions related to the administration of medication.

**Accepting Verbal Instructions:**

Check your program’s health care plan to see if you can accept verbal permission and instructions. If you accept verbal permission and instructions, use the OCFS *Verbal Medication Consent Form and Log of Administration* and write down all of the doses you give the child for that day only.

You may only accept verbal instructions from a physician, physician assistant, or nurse practitioner on behalf of the child’s physician, physician assistant or nurse practitioner. See Handout 4.6.