

REMINDER OF RESPONSIBILITIES ABOUT PROVIDING MEDICATION TO YOUNG PEOPLE WITH DISABILITIES

This communication is to remind your program that it must make reasonable accommodations in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. This includes children with:

- A long term or chronic condition, including but not limited to asthma, severe food allergy, ADHD, diabetes, and epilepsy; OR
- A severe temporary condition, such as a surgery requiring follow-up medication.
A cold or ear infection is not considered to be a severe condition.

Your program is not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs.

REQUIREMENTS:

- A prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
- A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
- The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
- Medication shall be stored in a locked area of the facility or in an area that is out of the reach of children.
- Medication shall be stored in accordance with the manufacturer's or health professional's instructions on the original label.
- A parent shall provide written consent for administration.
- Your program is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum information:
 - The name of the medication
 - The name of the child receiving the medication
 - A requirement for refrigeration.
 - The amount of medication administered.
 - The date of administration.
 - The time of administration.
 - The initials of the staff person who administered the medication.
 - Special notes related to problems of administration.

If a special diet is prescribed for a child and if the diet is administered to the child, written instructions and the parent's written consent shall be retained in the child's file.

Please make sure that your program materials reflect these requirements.

If you have any questions, please reach out directly to your agency's attorney, or to OCDEL.

RESOURCES

For reference, see [55 Pa. Code § 3270.133, Child medication and special diets](#)

PA DHS Office of Child Development and Early Learning has

- a self-assessment checklist that your program can use to assist with compliance with the regulations: <https://www.pakeys.org/wp-content/uploads/2018/05/CHILD-DAY-CARE-CENTERS-Self-Assessment-v5-5.9.18doc.pdf>
- A sample medication log: <https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/providers/documents/early-learning/subsidy/CY 862 - Medication Log.pdf>