



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	7	Health Requirements	
Section	5	Administration and control of prescription and non-prescription medicines and health care procedures (N.J.A.C. 10:122-7.5)	

§10:122-7.5 Administration and control of prescription and non-prescription medicines and health care procedures

(a) The center shall inform each child's parent upon enrollment of its policy on administering medication and health care procedures to children, including the provisions specified in (b) to (d) below. The policy shall indicate:

1. Whether the center will administer non-prescription medication or a non-prescribed health care procedure to a child;
2. Whether the center will administer prescription medication or a prescribed health care procedure to a child with a short-term illness; and
3. That the center will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs, if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the center.

(b) The center shall develop and follow a policy on the administration of medication and health care procedures to children, which shall include the following provisions:

1. Medication and health care procedures shall be administered only after receipt of written approval from the child's parent(s).
2. The center shall:
 - i. Designate those staff members who are trained as specified in N.J.A.C. 10:122-4.7(a)8 and authorized to administer medication or health care procedures to, or to supervise self-administration of medication or health care procedures by, those children whose parents authorize it; and

- ii. Ensure that each staff member designated to administer medication and health care procedures is informed of each child's medication and health care needs.
3. All medication and health care equipment shall be kept either in a locked cabinet or in an area that is inaccessible to the children.
 - i. All medication shall be kept in its original container.
 - ii. Medication shall be refrigerated if so indicated on the label.
 - iii. Unused or expired medication and health care equipment shall be returned to the child's parent or disposed of safely in a child-resistant waste receptacle when no longer being administered.
4. All prescription medication for a child shall be:
 - i. Prescribed in the name of and specifically for the child; and
 - ii. Stored in its prescription container, which has been labeled with the child's name, the name and expiration date of the medication, the date it was prescribed or updated and directions for its administration.
5. The center shall limit the dispensing of non-prescription over-the-counter medication to the following types of medicines, which shall be dispensed in accordance with the recommended dosage, age and/or weight of the child, as indicated on the label:
 - i. Antihistamines;
 - ii. Cough suppressants;
 - iii. Decongestants;
 - iv. Non-aspirin fever reducers/pain relievers; and
 - v. Topical preparations, such as sunscreen and diaper rash preparations.
6. The center may permit the dispensing of non-prescription medication other than those listed in (b)5 above, or according to instructions other than those indicated on the label, if the child's health care provider authorizes it in writing.
7. The center shall maintain on file a record of the following:
 - i. The child's name and parental authorization for the center to administer medication or health care procedures;
 - ii. The name of the medication or health care procedure;
 - iii. The condition for which the medication or health care procedure is being used;
 - iv. The instructions for administration, including the dosage and frequency;

v. The date and time medication or a health care procedure was administered to a child and the name or initials of the staff member who administered it; and

vi. Any adverse effect the medication can have or has had on the child.

8. If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, the center shall obtain from the child's parent a written statement from a health care provider, indicating:

i. The name of the child;

ii. The name of the medication or procedure;

iii. The condition or indications for administration of the medication