



Handout 2.11

HANDLING, STORAGE AND DISPOSAL OF MEDICATION CHECKLIST

Medication Handling

When receiving medication be sure you know:

	Why the child is taking the medication
	What potential side effects you should be looking for
	Whether the medication is an over-the-counter medication or a prescription medication
	If the medication is to be given for ten or fewer days; PRN; or on a long-term basis
	The medication is in the original bottle
	The medication bottle is a child resistant container whenever possible
	Over-the-counter medication is in the original labeled bottle with child's name on it
	Prescription medication is in its original pharmacy bottle with a legible pharmacy label. Verify the required items are included on the label
	You have clear and complete written instructions from the health care provider (if required)
	You have the signed permission from the parent or guardian
	All medication administration tools (i.e.: medicine cups, dosing spoons, spacers, etc) are labeled with the child's first and last name
	Any special storage requirements are indicated on the medication label or in the health care provider instructions

Medication Storage

Medication is:

	Locked and kept in a clean secure area that is inaccessible to children
	Kept in the original labeled bottle or container
	In a child resistant container whenever possible
	Labeled with the child's first and last name if it is an over-the-counter medicine
	Stored in a cool, dry and dark place unless otherwise instructed
	Kept refrigerated if instructed
	Checked periodically for expiration



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Refrigerated medication is:

	Stored in either a separate locked or inaccessible refrigerator OR
	Stored in your food refrigerator in a locked, leak proof container in a separate area away from food and inaccessible to children (note: a leak proof container is a container that when turned over and shaken does not allow any liquid to escape)
	Kept in a refrigerator that maintains a temperature between 36-40° F
	If a power outage occurs call your local pharmacy and follow their recommendations regarding the use of the refrigerated medication

Notify parents when a medication supply is low. For long-term medication you may want to keep at least a one week supply available to avoid running out.

Medication Disposal

Unused or expired medication:

	When the authorization has expired, the parent is notified that the medication needs to be picked up or the parent must renew the authorization
	Medications that are not picked up by the parent within 14 days will be disposed of by the child day program. Liquid medication can be washed down sink and tablets can be flushed completely down the toilet. NOTE: Medication administration items, such as expired epi-pens, empty nebulizer vials, and used insulin syringes, must be disposed of in a closed impenetrable container.

Controlled Substances

Controlled substances are:

	Stored in a locked area with limited access
	Always counted and documented when receiving a prescription bottle from a parent or guardian
	Counted each day if more than one staff member or other personnel has access to the area they are stored
	Counted, documented and returned to the parent or guardian for disposal