Authorization to Administer Medication – Child Care Centers
Instructions For Use

Use of form: This form is mandatory for licensed family child care centers to comply pursuant to DCF 250.07(6)(f)1.a. of Wisconsin Administrative Code. Failure to comply may result in issuance of a noncompliance statement. This form is voluntary for group child care centers, day camps, and certified providers; however, completion of this form meets the requirements pursuant to DCF 251.07(6)(f)1.a., DCF 252.44(6)(e)1.a., and DCF 202.08(4)(f)2.b. of Wisconsin Administrative Codes. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: When a parent is requesting that the provider administer prescription or non-prescription medication to a child in care, this form shall be completed and signed by the parent or guardian before any medication is administered. A separate form shall be used for each medication. Place the form in the child's file when the medication is no longer required / authorized. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

CERTIFIED CHILD CARE OPERATORS
This form is voluntary for certified providers; however, completion of Page 1 *Medication Information and Authorization* and Page 2 *Documentation of Medication Administration – Certified Child Care Providers* meets the requirements pursuant to DCF 202.08(4)(f)2.b. of Wisconsin Administrative Code.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*. Record administration of the authorized medication in the spaces provided on Page *2 Documentation of Medication Administration – Certified Child Care Providers*. Lines should not be skipped.

LICENSED FAMILY CHILD CARE CENTERS
Page 1 *Medication Information and Authorization* is mandatory for licensed family child care centers to comply pursuant to DCF 250.07(6)(f)1.a. of Wisconsin Administrative Code. Failure to comply may result in issuance of a noncompliance statement.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*.

Page 2 *Documentation of Medication Administration – Certified Child Care Providers*, is only for use by certified child care providers. It is not used by Family Child Care Centers because medication administration must be documented in the center medical log book on the day that the medication is administered.
Log the dates and times medication was administered in the center medical log book. Blanket authorizations that exceed the length of time specified on the label are prohibited; no medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. For more information, see the document *Center Medication and Injury Log – Directions for Use* available from the Child Care Information Center website as part of the Appendix J Resource List.

LICENSED GROUP CHILD CARE AND DAY CAMPS
Page 1 *Medication Information and Authorization* is voluntary for group child care centers and day camps; however, completion of this form meets the requirements pursuant to DCF 251.07(6)(f)1.a. and DCF 252.44(6)(e)1.a. of Wisconsin Administrative Code.

Have the child's parent or guardian complete and sign Page 1 *Medication Information and Authorization*.

Page 2 *Documentation of Medication Administration – Certified Child Care Providers*, is only for use by certified child care providers. It is not used by Group Child Care Centers because medication administration must be documented in the center medical log book on the day that the medication is administered.
Log the dates and times medication was administered in the center medical log book. Blanket authorizations that exceed the length of time specified on the label are prohibited; no medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. For more information, see the document *Center Medication and Injury Log – Directions for Use* available from the Child Care Information Center website as part of the Appendix J Resource List.

Authorization to Administer Medication – Child Care Centers
Medication Information and Authorization

A. FACILITY AND CHILD INFORMATION

Child Care Center Name

Child Name	Birthdate (mm/dd/yyyy)

B. MEDICATION INFORMATION: Medication shall be in the original container and labeled with the child's name. The label shall include dosage and directions for administration.

Name – Medication	Dosage	Time(s) of Day to be Administered	How to be Administered	Dates – Medication Time Period	
				From	To
		☐ AM ☐ PM			
		☐ AM ☐ PM			
		☐ AM ☐ PM			
		☐ AM ☐ PM			

☐ Yes ☐ No **Does the over-the-counter (OTC) medication label indicate the child's physician should be consulted?** If "Yes," I have consulted with my child's physician, and I am authorizing a dosage consistent with the physician's recommendation.

OTC Medication Name	Parent Initials

Additional information / special instructions / contraindications – Specify.

C. AUTHORIZATION

I hereby authorize administration of the above medication to my child by staff of the child care center listed above.

SIGNATURE – Parent or Guardian	Date Signed

Authorization to Administer Medication – Child Care Centers
Documentation of Medication Administration – Certified Child Care Providers

Instructions: This section may be completed only by **certified child care providers** to document the actual administration of the medication. Lines should not be skipped.

	Name of Medication	Date Administered	Time Administered	Dosage	Signature / Initials of Person Who Administered the Medication
1.					
2.					
3.					
4.					
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6.					
7.					
8.					
9.					
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