

In order to ensure the safety and well-being of the children in out-of-home care, below is crucial information you need to know.

Upon accepting a child for placement, always ask the Case Manager if the child is presently (or should be) taking any medication. If the response is yes, the Case Manager is required to provide you the following:

Form # 1: Acknowledgement Form: The form should be completed and signed by the caregiver and Case Manager. It inventories all medication the child is taking, dosage amounts and instruction, and lists the remaining quantity. A copy of the log is to be placed in the child's resource record and a copy provided to the case manager.

Form#2: Medication Log: A form will be provided for each individual child on medication. This form must be updated by the caregiver at the time the medication is given, and should be kept in the child's resource record. The Case Manager will review the form at every home visit.

Resource Record: A plastic file box that stores all pertinent information relating to the child; one is issued per child.

Medication: All should be delivered to you by the Case Manager in the original prescription bottle with the label.

****Psychotropic Medication:** Children who are prescribed medication to assist in improving their moods, behaviors or manage seizures or other neurological disorders are generally prescribed psychotropic medications. As your Case Manager will discuss with you, before you can administer such medication, the birth parents must discuss the matter with the doctor and provide written consent, or the Case Manager must obtain a Court Order. Advise the Case Manager of all scheduled appointments so that they can attend and make arrangements for the parent(s) participation. This will help to expedite the process as only the legal guardian can give authorization.

Several important facts to remember:

- 1- You don't have to be an expert about medication; call the child's Case Manager.
- 2- Remember that you are not the legal guardian. Only the birth parents or the Court can consent to giving children psychotropic medication even if the medication is for medical purposes.
- 3- As soon as you schedule an appointment for the child (medical or mental health), inform the Case Manager; leave a voice mail if they are unavailable.
- 4- ***In emergency situations***, contact the child's Case Manager as soon as possible but no later than 24 hours of receiving a prescription by the child's doctor or mental health provider. The Case Manager will advise if you can administer the medication or must wait for the proper authorization.
- 5- Medications must be kept in a locked area that is inaccessible to children.
- 6- Adult supervision is required whenever the medication is taken by the child.
- 7- Remember numbers 1-6. When in doubt call your Case Manager; together you can ensure the safety and well being of children in out of home care.