

ARIZONA ADMINISTRATIVE CODE
TITLE 9. HEALTH SERVICES
CHAPTER 5. DEPARTMENT OF HEALTH SERVICES CHILD CARE FACILITIES
ARTICLE 5. FACILITY PROGRAM AND EQUIPMENT
(2008)

R9-5-516. Medications

A. A licensee shall ensure that a written statement is prepared and maintained on facility premises that specifies whether prescription or nonprescription medications are administered to enrolled children. If prescription or nonprescription medications are administered, the written statement shall contain provisions explaining that:

1. A facility director, or a staff member designated in writing by the facility director, is responsible for the administration of all medications in the facility, including storing, supervising an enrolled child's ingestion of a medication, and recording all medications administered to an enrolled child. A facility director shall ensure that only one staff member in the facility at any given time is responsible for the administration of medications;

2. A facility director, or a staff member designated in writing by the facility director, shall not permit the administration of a medication to an enrolled child unless the facility receives written authorization signed by the enrolled child's parent or health care provider that includes the:

- a. First and last name of the enrolled child;
- b. Name of the medication;
- c. Prescription number, if any;
- d. Instructions for administration specifying the:
 - i. Dosage and route of administration;
 - ii. If indicated, starting and ending dates of the dosage period; and
 - iii. Times and frequency of administration;
- e. Reason for the medication; and
- f. Date of authorization; and

3. A staff member shall:

a. Administer a prescription medication provided by a parent only from a container dispensed by a pharmacy;

b. Administer a nonprescription medication provided by a parent for an enrolled child only from a container prepackaged and labeled for use by the manufacturer and labeled with the enrolled child's name; and

c. Not administer any medication that has been transferred from one container

to another.

B. A licensee shall allow an enrolled child to receive an injection only after obtaining a written authorization from a physician. A licensee shall maintain the physician's written injection authorization on facility premises for 12 months from the date of the authorization.

C. A health care provider authorized by state law to give injections may give an injection to an enrolled child. In an emergency, an individual may give an injection to an enrolled child according to [A.R.S. §§ 32-1421\(A\)\(1\)](#) and [32-1631\(2\)](#).

D. A licensee shall maintain a written record of all medications administered to an enrolled child.

1. The record shall contain:

- a. The first and last name of the enrolled child;
- b. The name and amount of medication administered and the prescription number, if any;
- c. The date and time the medication was administered; and
- d. The signature of the staff member who administered the medication to the enrolled child.

2. A licensee shall maintain the record on facility premises for 12 months from the date the medication is administered.

E. A licensee shall return all unused prescription and nonprescription medications to a parent when the medication prescription date has expired or the medication is no longer being administered to the enrolled child or dispose of the medication if unable to locate the enrolled child's parent after the child's disenrollment.

F. A licensee shall ensure that prescription and nonprescription medications are stored as follows:

1. An enrolled child's medication is kept in a locked, leakproof storage cabinet or container that is used only for storing enrolled children's medications and is located out of reach of children;
2. Medication for a staff member is kept in a locked, leakproof storage cabinet or container that is separate from the storage container for enrolled children's medications and is located out of reach of children; and
3. Medications requiring refrigeration are kept in a locked, leakproof container in a refrigerator.

G. A licensee shall ensure that a facility does not stock a supply of medications for administration to enrolled children, including:

1. Any prescription medication; or

2. A nonprescription medication such as aspirin, acetaminophen, ibuprofen, or cough syrup.