**Process for Completing**

**Medication Logs for Foster/Adoptive Parents**

Foster/Adoptive Parents are required to submit medication logs on a monthly basis for each medication a child is prescribed or takes over the counter. This includes medication logs for when the child is in respite. The Medication Log was created based on required data points from Minimum Standards and State Contracts. Therefore, all data points are required fields. These are legal documents do not use white out on the medication log. Your case manager will be checking medication logs during home visits. **Ensure you communicate any difficulties getting medications filled with your CK CM immediately.**

**Prescription Medication Logs**

A new medication log should be completed for each month for each medication prescribed for the child. The top portion of the medication log must be completed in its entirety and must match the prescription bottle.

* When completing the medication log, only one entry per line. If additional lines are needed for the remaining medication administration for the month, a new medication log must be started.
* If dose changes, document “Medication changed” on the current medication log and start a new medication log. **Immediately, within 24 hours, remove discontinued medications from your home.**
* Ensure you notify the school if the medication changes that are administered at school.
* The “person administering" must be a signature or initials of the person dispensing the medication to the child. After the first signature of the person administering, then initials can be used for any additional times the person administers medication to the child. Each line must have a signature or initials it, cannot say foster mom or foster dad. The signatures should not be typed, nor should any arrows or dittos marks be used down the page.
* **DO NOT SIGN OR INITIAL IF YOU DID NOT ADMINISTER THE MEDICATION.**
* The date should start with the first day of the month or the first day the medication was administered, and the date can be typed in ahead of time. Ensure the medication is given as prescribed, every day of the month or for the allotted time prescribed.
* Any missed doses require an explanation of why the dose was missed. If the reason missed was because the child refused or just missed the dose, then use the accepted initials below and then document the reason why on a separate page and turn in with your medication log. If a dose is missed for any reason, notify your CK Case Manager or On Call Case Manager immediately.

**Acceptable initials for missed medications:**

* + “R”-Refused
	+ “M”-Missed
	+ “F”-Family Visit
	+ “S”-School/Daycare/Camp
	+ **If the child goes to respite, and you do not provide your original medication log write “respite” on your medication log for the corresponding dates. You can provide either a copy or blank medication logs to the respite provider.**
* The time must be written in by the person administering the medication to the child. The time cannot be typed in and no arrow or ditto marks are allowed. Each time given most note AM/PM, no military time is allowed only 12-hour increments.
* The Name and Strength is the name of the medication and total strength of the medication picked up, i.e. Abilify 100 mg, Abilify 20 mg, or Clonidine 4 grams.
* The dosage and frequency is the amount to be administered how often and frequency, i.e. 1 ½ tab once a day, 1 tsp twice daily, 2 tbsp three times a day or amount of any cream/lotion applied, i.e. one dab.
* If the medication dosage is the same each time it is given, then the family can type in the dosage, draw arrows or use ditto marks all the way down in the amount given section. If the medication has different dosages throughout the day, the family should leave blank and fill in when giving the medication to the child.
* If medication is prescribed as needed, only document on days given do not turn a medication logs with prefilled dates and amounts
* The printed name, signature and initials at the bottom of the form are required for every person who administered medications to the child for the month.
* If the child goes to respite, take a blank medication log or a copy of the original and review all medications with the respite provider.

**Over the Counter (OTC) Medication Logs**

* **Use the OTC log for any supplements, essential oils, first aid ointments and vitamins.**
* A new log must be completed for each month for every over the counter medication given to the child. The top of the log must be completed in its entirety and can be typed.
* Each log must have the date, medication, time, dosage, person administering and reason for medication. Dosage amount must be listed, i.e. 1 cap, 1 tab, 1 tsp, 1 tbsp or amount applied for any cream/lotion.
* Each line must be signed or initialed. Each person administering medication on the log must print, sign and initial at the bottom.