



Guidance for Controlled and Regulated Medication

Some prescribed medications are classified as “controlled substances,” meaning that the medication is regulated by the federal government due to potential for abuse or misuse. Examples of prescribed controlled substances include narcotic pain medicine, some medications for attention deficit hyperactivity disorder (ADHD) and some seizure medications. In Iowa, medical cannabidiol is regulated and dispensed to individuals with a valid patient or caregiver registration card.

All prescription medications should have a label that includes:

- child’s first and last name
- date the prescription was filled
- name of the prescribing health professional who wrote the prescription
- name and strength of the medication
- dose and frequency
- specific instructions for administration including route (i.e.: by mouth)
- storage (refrigerated/unrefrigerated)
- medication’s expiration date

All controlled/regulated medications should:

- have child-resistant caps
- be stored in an organized fashion away from food
- be stored at the proper temperature
- kept locked and completely inaccessible to children

Controlled/Regulation Accounting and Documentation

- I. Early Care and Education (ECE) providers should have a policy on accepting and returning controlled/regulated medications. When a parent or guardian brings a controlled/regulated medication to child care, **in addition to the required medication administration form**, the staff member should document the amount (number of tablets/capsules or number of mL for liquid) medication brought to child care and sign acceptance of the medication.

Here is a Sample Medication Accounting Log:

Name of Medication brought to child care by parent/guardian	# or Amount in Bottle	Parent/Guardian Signature	Staff Signature	Date

2. Unused or expired controlled/regulated medications should be returned to the parent/guardian.

Here is a Sample Medication Return Log:

Name of Medication returned to parent/guardian	# or Amount in Bottle	Parent/Guardian Signature	Staff Signature	Date

3. ECE providers should have a policy on medication disposal. In the event medication cannot be returned to the parent or guardian, it should be taken to a community Prescription Drug Take Back program for disposal. To find your local Prescription Drug Take Back site go to <https://www.iarx.org/meddisposal> Documentation should be kept in the child's health record.

Here is a Sample Medication Disposal Log:

Child's Name	Name of Medication	Where Medication Disposed?	Staff Signature	Date

Contact your Child Care Nurse Consultant (CCNC) for more information and help with your medication policies. To find your local CCNC go to <https://hhs.iowa.gov/hcci/consultants>