



Title Management of Medication & Medically Assistive Devices		Number 202	
Department: Clinical Services	Owner Director of Clinical & Placement Services	Regulatory Authority/ Related Policies: CFOP 170-108, Sections 39.407 (3)(a)1, 394.455(9), & 394.459(3)(a), Florida Statutes; rule 65C-30.011 & Chapter 65C-35, F.A.C., SSHP Vendor Services Agreement Related Policy: 203	Attachments: 30-Day Home Visit Psychotropic Medication Review Form, Placement Change Form for Children on Medications, Placement Change Form for Children with DME CCKids Medication Log
Effective Date: April 2003		Last Revision: July 2026	Review Date: July 2026

Purpose:

CCKids adopted Chapter 3 of the Children & Families Operation Procedures (CFOP) 170-18 for *Psychotropic Medications* as procedure with specific lead agency responsibilities outlined below.

Policy:

It is the policy of Communities Connected for Kids (CCKids) to ensure proper administration of medications to children placed in out-of-home care by the Department, including the requirement for express and informed consent by parents or legal guardians and the alternative court authorization for providing these medications.

Continuation of Medical Care & Treatment When a Child Changes Placement

The child welfare professional with primary assignment is responsible for obtaining any medication currently taken by the child. To continue medication as directed, the person making placement shall obtain the medication in labeled medication bottles, inventory the medications on the **CCKids Placement Change Form for Children on Medications**, and transport the medications to the child's caregiver.

If a child uses medically assisted devices, the assigned person making placement shall ensure these devices are taken with the child to the out-of-home placement using the **CCKids Placement Change Form for Children with DME**. The primary assigned child welfare professional will ensure the caregiver receives the appropriate information and instruction concerning the use of devices from the child's health care provider.

Medication Administration & Monitoring

The responsibility for administering authorized psychotropic medication primarily lies with the child's caregiver. Monitoring is a shared responsibility.



The child's caregiver must keep current medical records of a child in out-of-home in the child resource record, commonly referred to as a "Green Book". The records include medical appointments, follow-up reports (also known as after visit summaries) provided to the caregiver, any immunization records obtained, and a record of all prescribed medications administered to the child (copy of med report/5339) and current medication log provided by CCKids (**CCKids Medication Log**). Medical Foster Care (MFC) parents shall maintain the MFC Medication Logs as required by the MFC program instead.

Caregivers must give completed medication logs or copies of the MFC logs to DCM at each home visit. DCMs are responsible for uploading the logs into the case file (FSFN/CCWIS). DCMs will document monitoring of medication management in the child's case record. **CCKids 30-Day Home Visit Psychotropic Medication Review Form** can be used and uploaded into the child case record to satisfy documentation requirements.

Training

Anyone who administers psychotropic medication must complete medication management training. This includes child welfare professionals who may, in unusual situations, may need to administer and document the administrations of medications as well as document the circumstances that resulted in them administering the medication on the back of the medication log.

Child Welfare Professionals and level II-V Foster Parents are required to complete the Department's online training, *Navigating Psychotropic Medications for Children in Out-of-Home Care*, through My Florida Learn. Level II-V foster parents take the training annually, and CCKids verifies that it has been completed at licensing/relicensing time. Level I Foster Parents complete a different version of the training, *Navigating Psychotropic Medications for level I Foster Parents*, in My Florida Learn and is tracked during licensing/relicensing.

Relative and non-relative caregivers complete *Navigating Psychotropic Medications for Children in Out-of-Home Care* through My Florida Learn only if a child in their care is prescribed psychotropic medication and is documented by the DCM in the case file.

Over The Counter (OTC) Medications

Non-prescription medication prescribed by a physician will be logged in the medication log as the medication log must still be completed when dispensing OTC medications. Non-prescription medication prescribed by a physician will be treated as prescribed medication. If a child refuses to take a non-prescription medication as prescribed, the attempt to administer must be documented.

Care Coordination

In the event a caregiver needs assistance in obtaining any ordered psychotropic medications in a timely manner, to identify any potential medication compliance issues and/or identify any issues with obtaining medications, they may contact CCKids Clinical Team for Behavioral Health or Nurse Care Coordination assistance (see Policy #203).

Approved by:

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