

# Remember the MAR!

## MAR Reminders

1. Child's name, the month and year must be on each page.
2. Foster provider signature and initials must be on each page.
3. Any other person administering meds must have signature and initials on each page (aka other foster provider, respite provider) whenever possible should be using same MAR.
4. Make sure that each med listing follows this order: Med name, route (how med enters body: refer to abbreviations in your medication packet), dosage, frequency, start/stop date (if applicable) and number of pills (if applicable).
5. If med is to be given twice or more per day, list all times, and initial for each time each day.
6. Ensure that the child's allergies are listed on each page. If you are using the pre-printed MAR this should already be included.
7. If a dose is missed for any reason, complete the MAR page for reason of missed med, include date, time, and your signature/initials.
8. **ANYTIME** a PRN is given, you **MUST** fill out the "reason/result" section of the MAR for that PRN. Include the time given, the date, your signature and initials.
9. If a medication is ordered for a specific period of time, such as two weeks, draw a bold line down the day the med is to begin and write "Started" then the date and your initials to the left of this line. When med is completed, draw another bold line and write "D/C'd" then the date and your initials to the right of that line. Yellow out (highlight) the blanks prior to the start date and after stopping.
10. Make sure that you are keeping track of the remaining refills for each med. You should call in the refill at least 1 week before last pill is given to ensure adequate time to have the prescription filled.
11. When a med is discontinued, you **MUST** fill out the DRUG DISPOSAL FORM indicating the reason the drug was disposed of, and the method of disposal. Dispose of medications IMMEDIATELY following the doctor's order to discontinue them. Do not stockpile unused meds.
12. If a doctor orders an increase or decrease in a currently prescribed med, you **MUST** indicate a "D/C" for the current prescription, and rewrite the new order on a new line. **YOU MAY NOT CHANGE THE CURRENT LISTING TO REFLECT THE NEW ORDER** (such as scratching out "1 tablet daily" and writing "2 tablets daily").