

Psychotropic Medication Quick Reference Guide

Psychotropic medication is any chemical substance prescribed with the intent to treat psychiatric disorders or other medical conditions that have the effect of altering brain chemistry or involve any of the medications in the categories listed below:

- Antipsychotics
- Antidepressants
- Sedative Hypnotics
- Lithium
- Stimulants
- Non-stimulant Attention Deficit Hyperactivity Disorder medications
- Anti-dementia medications & cognition enhancers
- Anticonvulsants and alpha-2 agonists
- Any medication used to stabilize or improve mood, mental status, behavior, or mental illness



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Medical Report (CF-FSP 5339):

- Out-of-Home child prescribed psychotropic medication
- Completed by prescribing physician or psychiatric nurse
- New Medical Report required IF medication, dose, prescribing physician/psychiatric nurse changes or administration instructions change
- Parental Expressed and Informed Consent: DCM will coordinate for the prescribing physician or nurse practitioner to review with parent the medication, dosage, side effects, method for administration, drug interaction precautions, possible side effects of stopping the medication, alternate treatment options, & how the treatment will be monitored. If the parent agrees, they will provide informed consent. If the parent is unable to be located, parental rights are terminated, or the parent refuses or withdraws consent for the medication, the completed Medical Report must be sent to CLS to begin the process of seeking a court order

Certification of Significant Harm:

- If delay in providing prescribed medication may result in significant harm to the child, a physician or psychiatric nurse will check off the box in section 5 (Certification of Significant Harm) on the Medical Report

Emergency Administration of Psychotropic Medication:

- If the child is admitted into any hospital, Crisis Stabilization Unit (CSU), or SIPP facility, psychotropic medication may be administered without a court order or Parental Expressed and Informed Consent
- Must notify CLS to file a motion for court authorization

The image displays three pages of the 'Prescribing Psychotropic Medication Children in Out-of-Home Care Medical Report' form. The top page is the cover sheet, which includes fields for the child's name, date of birth, and the physician's name and title. It also has a section for the physician's signature and date. The middle page is the 'SECTION 5: EXPRESS AND INFORMED CONSENT BY PARENT OR GUARDIAN' section. It contains checkboxes for 'I consent to the treatment', 'I do not consent to the treatment', and 'I consent to the treatment only if the child is in crisis or emergency'. It also has a section for the parent's signature and date. The bottom page is the 'SECTION 6: SIGNATURE OF PHYSICIAN' section. It contains a section for the physician's signature and date, and a section for the physician's name, title, and contact information.

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UF Medication Consult Line: Completed for all Out-of-Home children prescribed two or more psychotropic medications

- PMS will complete all UF Med Consult Requests
- DCM provide the following to the PMS:
 - Completed Medical Report
 - Child's recent physical
 - List of any medical issues
 - List of all current services
 - List of any other medications (including over-the-counter medications)

Out-of-Home Administration of Psychotropic Medication:

- Caregiver provided copy of the Medical Report & must follow administration instructions as outlined on the prescription medication bottle
- Caregiver must keep a current medication log provided by the DCM
- Medication log must include all medication administered to the child at school or a setting other than the caregiver's home.
- DCM obtains medication log & uploads into FSFN

FSFN Documentation:

- Psychotropic Medication Specialist (PMS) will enter all prescribed medications including name of medication, whether it is prescribed for psychotropic purposes, quantities and dosages, precautions, warning, & any additional instructions. PMS enters the date of Parental Expressed and Informed Consent or court order
- DCM provides updated Medical Reports to PMS

