



Dedicated to optimizing the quality of life for children and working families

In order to become approved to administer medications you must:

☐ Complete the MAT Grant application

- MAT Grant applications are available from:
 1. Child Care Council of Westchester at 761-3456 EXT 154
 2. SUNY MAT Grant Program at 1-866-665-5537 or download from SUNY at www.tsg.suny.edu
- It will take four weeks for SUNY to process your application and for you to receive your voucher for \$100.

☐ Successfully complete the OCFS approved Medication Administration Training (MAT) Course

- MAT courses are available at the Council. Fee for MAT course is \$150. Call 761-3456 EXT 154 for specific course dates & to register.
- The MAT Course counts towards 8 hours of training in the following topic areas: 2 hours in statutes and regulations pertaining to child day care, 5 hours in nutrition and health needs of children and one hour in safety and security procedures, including communication between parents and staff.

☐ Have a valid CPR and First Aid certification

- Certification must cover the age group(s) to whom you will administer medication
- Classes offered at American Red Cross - call 946-6500
- Classes also offered from the American Safety & Health Institute-call 914-747-4393

☐ Complete the New Health Care Plan

- Workshops are available at the Council to assist with completing a Health Care Plan.
- Health care plans must include your program's policy for administering medication.
- New health care plan forms are supplied by OCFS, you can download from OCFS at www.ocfs.state.ny.us/main/beccs/med_regs.asp

☐ Find a Health Care Consultant

- The Council is now offering a **Health Care Consultant Services Program** to assist with these requirements. The program is all-inclusive and must be renewed each licensing / registration period. Call 761-3456 EXT154 to sign-up for the Health Care Consultant Services Program.
- The Health Care Consultant must review and approve your health care plan and other documents related to your program's medication administration policy.
- The Health Care Consultant must have a valid New York State license as a physician, physician assistant, nurse practitioner or registered nurse.

☐ Submit your health care plan to your Licensor / Registrar for approval

- Once the health care plan is approved, you will receive your new license / registration which states you have been approved to administer medications.