

LA CRESCENTA PRESBYTERIAN CHURCH
CENTER FOR CHILDREN
**Plan of Operation for
Incidental Medical Services**

All intermittent health care shall be provided by office staff of the Center for Children including but not limited to:

- Director
- Assistant Director
- Office Manager
- Office Administrators
- Qualified Teachers assigned to the Office

All staff including the above shall be instructed on Glucose testing, inhalers and EpiPens at scheduled First Aid & CPR recertification. Therefore, there shall always be at least 2 persons on campus trained. At this time, the CFC will not administer Glucagon, G-tube feeding or ileostomy bags.

All medicines and medical equipment shall be kept in our locked medicine closet. The notebook with authorizations and medicine logs shall be kept there, as well as the log in and out form. EpiPens will be located in the classroom under adult supervision and inaccessible to children.

Over the counter medication will be given with Authorization & instructions from Physician or Physician's designee, using our Over the Counter Medication Forms.

Universal precautions shall be followed in the administration of all medications, intermittent healthcare and first aid.

Plan for ensuring proper safety precautions are in place, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Parents of children taking ongoing medication (daily) will have access to medicine log in office to follow the dispensing of medication.

Parents of children receiving emergency medication shall be notified by phone call at the time and given a written report at pickup.

Medication shall be taken from medicine closet upon any evacuation. Teachers shall take any medication needed for children under their supervision on any activity, event or field trip away from campus. See special EpiPen instructions under EpiPen section.

Upon completion of medication or expiration of prescription, medicine will be returned to parent and logged out.

Blood-Glucose Monitoring for Diabetic Children

- Child care staff performing the test must be entrusted with the child's care by the child's parent or authorized representative.
- The test must be approved by the Federal Food and Drug Administration for over-the-counter sale to the public without a prescription
- Child care staff performing the test must have written permission from the child's parent or authorized representative to administer the test to the child.
- Child care staff performing the test must comply with written instructions from the child's physician (or designee, such as a nurse practitioner).
- Child care staff performing the test must obtain written instructions from the child's physician or designee regarding how to:
 - Properly use the monitoring instrument and handle lancets, test stripes, cotton balls, or other items used while conducting the test. (All this must be in accordance with the manufacturer's instructions).
 - Determine if the test results are within the normal or therapeutic range for the child, and any restrictions on activities or diet that may be necessary.
 - Identify symptoms of hypoglycemia or hyperglycemia, and actions to take when results are not within the normal or therapeutic range for the child and any restrictions on activities or diet that may be necessary.
 - The written instructions must include the telephone numbers of the child's physician and parent or authorized representative.
- Child care staff performing the test must obtain written instructions from the child's physician or designee regarding how to:
- Child care centers and family child care homes must post a list of universal precautions in a prominent place in the area where the test is performed.
- Child care staff must comply with universal precautions.

Administering Inhaled Medication

- 1) The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization

- shall include the telephone number and address of the minor's parent or legal guardian.
- 2) The licensee of staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
 - a. The instructions shall contain all of the following information:
 - i. Specific indications for administering the medication pursuant to the physician's prescription.
 - ii. Potential side effects and expected response.
 - iii. Dose-form and amount to be administered pursuant to the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
 - v. Instructions for proper storage of the medication.
 - vi. The telephone number and address of the child's physician.
 - b. The instructions shall be updated annually.
 - 3) The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use in accordance with the direction and as prescribed by a physician.
2. Keep ready for use at all times
 - a. EpiPens are kept in each classroom in a first aid kit that is out of reach of children, but accessible to adult staff.
 - b. Teachers take first aid kits with them to any event, outside activity or field trip and keep them under their immediate supervision and availability.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Carrying Out the Medical Orders of a Child's Physician/Medication

1. Parent/Authorized Representative Written Permission

- The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.

2. Physician's Medical Orders

- The licensee has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician. The medical orders will include:
 - i. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
 - ii. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
 - iii. Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
 - iv. If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

3. Compliance

The licensee will be responsible to ensure the following:

- The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
- The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
- At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
- The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
- The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids,

performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

4. Facility Record Keeping and Notification

- Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
- The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
- Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- Maintain, in the child's file, a copy of the written medical orders of the physician.

Prescription Medications Policy

In centers where the licensee chooses to handle medications, the licensee is required to obtain written approval and instructions from a child's parent/authorized representative prior to administering any physician-prescribed medication to a child.

In addition to obtaining written approval and instructions from the child's parent/authorized representative to administer medication; prescription medication shall be administered in accordance with the label directions as prescribed by the child's physician.