SCHOOL-BASED RECREATION & LICENSED CHILDCARE PROGRAMS

INCIDENTAL MEDICAL SERVICES PLAN

City of El Cerrito Recreation Department including the following sites:

Master Site – Harding Afterschool - 070209620

Madera Afterschool - 070210326

Fairmont Afterschool – 070210325

Casa Cerrito Preschool - 070211456

Staff will administer medications at the preschool or before and after school program only when a medical professional has deemed it necessary to do so during program hours. We will accommodate the needs of each child in our care and follow all medical providers' written care plans. Medications will only be administered under the conditions as listed in detail below. Types of incidental medical services to be provided include, but may not be limited to: prescription medications and over-the-counter (OTC) medications as determined in writing by the medical provider. All plans are individualized based on the needs of the child and preparation of staff in ensuring the health and safety of the child in the program.

REPORTING

Any incident deemed unusual or severe will be reported to licensing through an Unusual Incident Report within 24 hours, with a written report to follow within 7 days. Use of regularly scheduled medicines as prescribed such as inhalers or medications will be considered typical, and not unusual, and will not be reported. However, all medications administered, even typical will be logged in the medication log as stated in the Record Keeping section of this plan. Unusual or severe incidences would include any use of an epi-pen as well as any symptoms that merited a call to the parent, and any symptoms that require immediate medical attention.

PRESCRIPTION MEDICATIONS

Prescription medications will be administered only if the medication is in its original container with a prescription label attached. The medical provider's recommended dosage must be on the label as well as the child's name. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication. All medications will be current and will not exceed the expiration date as listed on the medication container. Teaching staff will document each time the medication was given using the medication log. The teacher will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

OVER-THE-COUNTER (OTC) MEDICATIONS

OTC medications will be administered only if the medication is in the original container and a letter from a medical professional is on file. The letter must state how the medication is to be used, the length of treatment time, and the dosage needed and signed and dated by the medical professional. This letter will expire in one year's time if not otherwise noted. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teaching staff, or other staff administering the medication, will be trained and document each time the medication is given using the medication log. All staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

OTHER MEDICATIONS

Epipens, Inhalers, and other medications will only be given at one of our preschools or child care sites with a prescription according to the health provider instructions, and a special health care plan is in place (asthma action plan, allergy action plan, seizure care plan, etc.). All care plans will be reviewed by the Site Director. Additional training will be given as needed to address each individual care plan. The Consent to Administer Medication form will be completed by the parent and staff to ensure all staff can administer the required medication as needed. Teachers or other staff administering medication will document each time the medication was given using the medication log. Staff will initial the medication log after each dose is administered and the parent/guardian will sign at the end of each day as needed.

ASTHMA PLANS

An Asthma Action Plan is in place for all children diagnosed with asthma by a qualified medical professional. Inhalers or other medications will be administered as indicated above. Children with asthma are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas. Licensing form (LIC 9166) is completed to allow staff to administer inhaled medications.

EPIPENS

In order to have an Epipen on site, children must have an Allergy Action plan completed by their medical professional. The Allergy Action plan will identify the symptoms to look for and will indicate when an Epipen should be used. Children with allergies are listed on the Extra Special Health Needs plan which is posted confidentially in each classroom and in the kitchen or food preparation areas.

RECORD KEEPING

Medical records will be obtained for all incidental medical services needed. Staff will request medical records with the parent's written authorization for the City of El Cerrito to contact medical providers. All documents will be maintained in the child's center file and also will be uploaded into the agency's database. All documents will be reviewed by the Site Director. Copies of all documents and care plans with also be stored in the medication bag next to the prescribed medication. Written instructions from medical providers are needed to administer any medication. Other documents used for record keeping include: verification of staff training, asthma action plan, allergy action plan, special health care plan, nebulizer consent, medication administration consent, medication log and the Extra Special Health Needs posting. In addition, case notes from staff will document the follow up needed for each child requiring medications.

STORAGE

All medications are stored in medication backpacks in the classroom and will be kept out of reach of children and locked at all times. Each child will have individual medications stored in a zip lock bag in the medication backpack. Each zip lock bag will be labeled with the child's name and the date of medication expiration. Lifesaving medications, such as Epipens, will be kept out of reach in the medication backpack, but will remain in the unlocked front pocket for quick access. All medications requiring refrigeration will be kept in a locked medication box in the refrigerator and will be labeled with child's name and date of medication expiration. It is the parent's responsibility to collect the medication from the center once the medication is no longer in use and to replace before it expires.

ADMINISTRATION

Teaching staff and Site Directors are the primary staff trained to administer all medications. Additional staff may administer medications if the required consents and forms are signed and dated. All medications will be brought to every field trip and evacuation due to drills and emergency situations, and will be carried in the medication backpack. In addition, the medication back pack is brought outside and stored out of reach, during every outdoor play period.

TRAINING

Annual trainings for all staff to address medication administration, storage, and procedures will be conducted. Individual trainings will take place on site for each child in order for staff to review each individual health provider recommendation. Training will be completed by our Site Director as needed. A training binder will be kept on site at each center.

PRECAUTIONS

Gloves will be worn while administering any medication to ensure universal precautions are met. Hands will be washed prior to medication administration and immediately after medication administration.