

Incidental Medical Services Plan

The providers at Colleen's Child Care prefers not to administer any medications while a child is in our care. We do realize sometimes it is necessary to do so for the health and welfare of the child and will do so only if the following guidelines are met.

Prescription Medications

- Prescription Medications will be administered only if the medication is in its original container with a prescription label attached.
- The doctor recommended dosage must be on the label as well as the child's name. A consent form must be filled out.
- Consent forms will be placed in your child's file.
- If a change in dosage occurs, a new label must be obtained.
- Only current prescriptions will be given with a current doctor's note.
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) must be filled out by the parent before any medications will be given.

Over the Counter Medications (Advil, Tylenol, Cold Medications, Orajel)

- Over the counter medications will be administered only if the medication is in its original container.
- A consent form must be filled out and will be placed in your child's file.
- OTC medications also require a doctor's note with the following information. Duration the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letter head with a phone number, doctor signature, and an office stamp.
- Doctor notes for OTC medications for teething will ONLY be good for a period of one year and will have to be renewed if necessary.
- Parents must supply the OTC medications and they must be labeled or placed in a Ziploc with your child's name.
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) must be filled out by the parent before any medications will be given.
- Vitamins will not be given at child care. This is a parent responsibility to give at home.

Blood Glucose Monitoring / Glucagon

- Before any blood glucose monitoring can be done at Colleen's Child Care, the staff of the child care and the parents will sit down together and discuss the child's needs and any behaviors or signs we should be aware of if the child should experience high or low blood sugars.
- Parents are to supply any and all necessary equipment to monitor blood glucose levels.
- Written instructions from the child's doctor must include directions for testing, possible side effects, expected responses, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Equipment for blood monitoring will be stored out of reach of the children and per the guidelines the child's doctor provides in his / her written instructions.

- Parents will provide a container for the disposal of used needles and lancets and will take them home weekly for proper disposal.
- A phone call to 911 will be given anytime Glucagon is administered.
- Form LIC 9222 – Blood Glucose Testing Consent / Verification form – will be filled out for each person authorized in the facility to perform the blood glucose monitoring.
- Form LIC 9221 – Parent Consent for Administration for Medications and Medication Chart will also be filled out for each diabetes medication needed for the child.
- A notebook will also be kept listing the date, time and blood sugar levels with a signature of the person conducting the test.

Asthma / Inhaled Medications

- Before any administration of asthma or inhaled medications can be given at Colleen's Child Care, the staff of the child care and the parents will sit down together and discuss the child's needs and any behaviors or signs we should be aware of.
- Parents are to supply any and all necessary equipment to monitor asthma or given inhaled medications.
- Written instructions from the child's doctor must include directions for the asthma / inhaled medications, possible side effects, limitations if any the child may have, expected responses to treatment, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Equipment such as nebulizer, medications or inhalers will be stored out of reach of the children and per the guidelines the child's doctor provides in his / her written instructions.
- LIC 9221 – Parent Consent for Medications and Medication Chart will be filled out by the parent for each medication.
- LIC 9166 – Nebulizer Care / Consent / Verification form will be filled out for each staff member authorized to give treatment.

Epi-Pen / Epi-Pen Jr.

- Before the Epi-Pen or Epi-Pen Jr. medications can be given at Colleen's Child Care, the staff of the child care and the parents will sit down together and discuss the child's needs, allergies and signs of allergic reactions we should be aware of.
- Written instructions from the child's doctor must include directions for the Epi-Pen / Epi-Pen Jr. medications, possible side effects, limitations if any the child may have, expected responses to treatment, actions to be taken if a reaction should occur and how medications and equipment should be stored as well as phone numbers for the child's doctor.
- Epi Pens require an allergy list that is to be kept in a child's file with a list of reactions to look for.
- A list of known allergies will also be posted on the refrigerator in clear view.
- The Epi-Pen / Epi-Pen Jr. will be stored out of reach of children but also be readily accessible if an allergic reaction should occur. The Epi-Pen / Epi-Pen Jr. will be stored on the top shelf of the upper cabinet of the pantry in the kitchen.
- A phone call to 911 will be given anytime the Epi-Pen / Epi-Pen Jr. is administered.
- LIC 9221 – Parent Consent for Medications and Medication Chart will be filled out by the parent for each medication.

Application of Diaper Creams

- Colleen's Child Care keeps a few over the counter diaper rash creams on hand.
- Colleen's Child Care also keep cornstarch based baby powder on hand.
- Colleen's Child Care will apply diaper rash creams / powder with parental consent as long as the parent selects the cream below which is preferred. The cream / powder will only be applied in accordance to the directions on the container.
- Colleen's Child Care will not apply diaper rash creams on a child who toilet trained.
- As the parent of _____, I give Colleen's Child Care permission to apply the following diaper rash cream on my child.
 - Original Formula Desitin
 - A&D Ointment
 - Cornstarch based baby powder

Treatment of Diaper Area Yeast Infections

- Medications to treat a yeast infection in the diaper area will require a doctor note even if the medication is purchased as an over the counter medication (Monistat, Lotrimin etc.)
- Parent Consent for Administration of Medications and Medication Chart (LIC 9221) will need to be completed by the parent.

Sunscreen

- Colleen's Child Care has Target Brand Sunscreen Broad Spectrum SPF spray sunscreen which is comparable to Coppertone Continuous Spray available. Care will be given when applying sunscreen to the face in order to avoid the eyes.
- Sunscreen will be applied according the directions on the bottle.
- As the parent of _____, I give Colleen's Child Care permission to apply sunscreen to my child by selecting one of the below options:
 - No, please do not apply sunscreen to my child.
 - Yes, the above mentioned spray is okay to use on my child.
 - No, please use the sunscreen I will supply from home for my child.Sunscreen name: _____

Other Incidental Medical Procedures

At this time, Colleen's Child Care is not comfortable in providing care for Other Incidental Medical Procedures such as but not limited to the care of Gastrostomy tubes or Ileostomy bags. The staff of Colleen's Child Care is willing to discuss these procedures with the child's parents to see if this is something myself and or my staff could handle but there is no guarantee of enrollment.

If Colleen's Child Care should enroll a child with other Incidental Medical Care needs that are NOT listed on this document, then a plan will be developed in accordance to licensing guidelines and be submitted for approval prior to the child's first day of care.

Precautions

- Gloves will be worn while any administering medication to insure no potential exposure to blood or body fluids.
- Hands will be washed immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.
- A note will be attached to your child's daily sign in sheet if an incidental medical service was provided for your child.

Storage of Medications

- Medications will be storage in accordance to the directions either on the label of the medication or in the detailed directions provided from the child's doctor.
- Medications will be locked in a medication bag during child care hours.
- Non-refrigerated medications will be locked in the medication bag and be placed in a kitchen cabinet out of reach of the children.
- Refrigerated medications will be locked in the medication bag and be placed on the top shelf of the refrigerator.

Reporting

- The Department of Social Services will be notified in writing via e-mail or by a phone any time an unusual medical incident arises. The notification will include the type of medication, the dosage, how long medications are to be given and the child's name.
- Parents will be given a daily report in writing anytime medication is given for any and all situations covered in these procedures. This written notification to the parent will include the medication name, dosage and the times the medication was given. If medication was given to prevent a more serious situation such as the use of the Epi-pen, emergency glucose dosing or Asthma medications kept here for such situations, the parents will also be notified with a phone call as soon as the medical situation is under control.

Field Trips / Emergency Evacuation of the Child Care Home

- Colleen's Child Care does not offer field trips as a part of the curriculum.
- If this should change in the future, this procedure will be updated and submitted to licensing.

I have read and understand the Incidental Medical Services Plan

Parent Signature _____ Date _____

Updated June 21, 2016