

Plan of Operation for Incidental Medical Services

Temporary Tot Tending Inc

Facility #'s 410517426, 414001217, 414001218, 414001219, 414001724, 414001725

The following policies and procedures are related to the provision of Incidental Medical Services in Child Care Center and have been updated by California Community Care Licensing. Temporary Tot Tending Inc is choosing to provide Incidental Medical Services. All services are identified in our facilities Plan of Operation. This includes handling of prescription medications.

Parents/guardians assume the responsibility of administering any necessary medication their child may require and informing the teaching staff what they have been given prior to drop-off. You may consider asking your physician or health care provider for prescriptions with 12-hour dosages. We further expect that the first dose of any new medication will be given at home so your child can be observed and any side effects (i.e. drowsiness, diarrhea etc.) can be identified and communicated to us prior to care. We discourage use of "over-the-counter" medications that only treat symptoms of illness when a day or two or rest at home might be what is needed and most beneficial.

Nebulizer/Inhaled Medication or Epi-Pens:

Temporary Tot Tending Inc is choosing to administer Nebulizer/Inhaled Medications and Epi-Pens upon request and approval. The Director is to be notified that a student needs an incidental medication and the following steps are to be taken prior to medication being approved and administered:

Nebulizer/Inhaled Medication:

- LIC 9166 form is to be filled out by the parent or guardian
- LIC 9221 form is to be filled out by the parent or guardian
- Written instructions from the child's physician
- Written instructions and consent from the parent or guardian to administer inhaled medication
- Medication needs to be in the original container/packaging with the pharmacy label with your child's name on it.

Epi-Pens:

- LIC 9221 form is to be filled out by the parent or guardian
- Written instructions from the child's physician
- Written instruction and consent from the parent or guardian to administer
- Medication needs to be in the original container/packaging with the pharmacy label with your child's name on it.

Once these items have been turned into the Director and approved, only then will Temporary Tot Tending Inc. be able to administer any incidental medication. The parent or guardian will be notified of any use pertaining to this incidental medication. The parent or guardian may receive a copy of their child's medication log upon request.

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All intermittent health care shall be provided by the Director of the Temporary Tot Tending Inc facility your child is enrolled in including but not limited to:

- Assistant Director
- Lead Teachers

All staff including the above shall be instructed on inhaled medications and Epi-Pens at scheduled First Aid & CPR recertification. Therefore, there shall always be trained staff on site. Training of Nebulizers and Epi-Pens will also be performed by the parent of the child in need of this type of treatment.

All staff has been instructed in universal precautions and 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 an incident that involves exposure to blood or bodily fluids, washing hand thoroughly with soap and water immediately after proper removal and disposal of gloves, and proper disposal of used instruments in approved containers.

Prescription Medications Policy

Temporary Tot Tending Inc. chooses to handle medications and is required to obtain written approval and instructions from a child's parent/guardian prior to administering any physician approved medication to a child. In addition to obtaining written approval and instructions from the child's parent/guardian to administer prescription medication; the prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician.

- LIC 9221 form is to be filled out by the parent or guardian
- Written instructions from the child's physician
- Medication needs to be in the original container/packaging with the pharmacy label with your child's name on it and dosing instructions.
- Parents/guardians of children taking on-going medication (daily) will have access to the medicine log.
- Parents/guardians of children receiving emergency medication shall be notified by phone call at the time medication is given and will receive a written report at pickup.
- Upon any evacuation, the Director or Assistant Director will be responsible for taking medication from the medication shelf/cabinet and will keep it safe and away from children until evacuation is lifted and able to be returned to the medicine shelf/cabinet.

Upon completion of medication or expiration of prescription, the Director will return the medication to the parent/guardian.

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Blood Glucose Monitoring/Glucagon

Before any blood glucose monitoring can be done at Temporary Tot Tending Inc. the Director and staff of Temporary Tot Tending and the parents will have an in-person meeting to 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 and all necessary equipment to monitor blood glucose levels. Written instructions from the child's physician 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 physician provides in their 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 Consent/Verification form will be filled out for the authorized person in the facility to perform the blood glucose monitoring
- Form LIC 9221 – Parent Consent for Administration for Medications 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 the initials of the person conducting the test.

Please sign below indicating that you have read, understand and agree to the information in the preceding pages.

Student Name: _____ **DOB:** _____

Parent/Guardian Signature

Date

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Incidental Medication Parental Consent Form

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Name of Medication: _____

Time(s) to Administer Medication: _____

Additional Information: _____