

Incidental Medical Services Plan

The providers at Little Stars Early Learning prefer 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. Medications will be administered under the following conditions. Types of incidental medical services to be provided will be prescription medications and OTC medications with a doctor's note only.

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.

Over the Counter Medications

OTC medications will be administered only if the medication is in its original container. A consent form must be filled out. Consent forms 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.

Other Medications

Epi Pens, Inhalers, Nebulizers, Diabetic testing and medications will be given with a prescription and according to doctor instructions, require written parental consent and an individual plan.

Epi Pens

Epi pens require an allergy list that is to be kept in a child's file with a list of reactions to look for. If an Epi Pen is administered, parents will be called.

Glucose Chart

A child's glucose chart is to be kept in their file and with their testing equipment.

Record Keeping

Records to be obtained and maintained are Parental/Authorized representative permission to provide the incidental medical service. Written instructions from the child's Physician. Staff training is to be provided by the child's doctor, it must be written instructions or referral to a website. The referral to a website must be in writing. It is the parent's responsibility to obtain training materials for the child care staff. A record of medication service log with the times that medication was administered will be kept in the child's file.

Storage

Storage of medication will be kept in a lock box and stored in the office. Medications that require refrigeration will be kept in a lock box in the refrigerator. It is the parent's responsibility to collect medications at the end of the day.

Administration

Joyce Feliciano will administer all medications. If Joyce Feliciano is not available Jennette Villegas will administer the medication. Medications will be brought to field trips or to an evacuation due emergency situation, in a lock box if deemed necessary.

Precautions

Gloves will be worn while 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.