

Incidental Medical Services Plan

Epi-pens

The providers at Windmill Montessori School will administer medications while a child is in our care. Medications will be administered with the following conditions.

No prescription or “over-the-counter” medications will be given to ANY student without an order from a physician, along with signatures from the physician and a parent/guardian. All “over-the-counter” medication MUST be in the original manufacturer’s container. All prescription medications MUST be in the pharmacy labeled container. The pharmacy labeled container must include the name and phone number of the pharmacy, the name of the student, the physician’s name, the name of the medication, the currently prescribed dose, time of administration and the Rx number.

Training: All staff at Windmill Montessori School get certified every two years in First Aid, CPR, and AED. Epi-pen and Inhaler administration is conducted by A-B-CPR, Staff are XXXXAmerican Heart Association card carriers. Attendance/sign in sheets for the trainings are kept in the administrative office and a copy of the card is kept in each teacher’s respective personnel file.

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. When Epi-Pen is administered, 911 will be called and parents will be notified by phone. Epi-Pen will be given to EMS personnel for transport or placed in Sharp’s container in the health office. **The licensing office will be notified within 24 hours with a faxed incident report.**

Record Keeping: Records to be obtained and maintained are: The IMS (Incidental Medical Service plan) will be kept in each respective child’s file. Parental/Authorized representative permission to provide the Incidental Medical Service. Written instructions from the child’s Physician. It is advised that the parent’s be responsible for obtaining training materials for the child care staff. A record of medication service log is kept on file and an email is always sent to the parents for any visit or medication administered. An incident report will be faxed to licensing and will count as a verbal and written notification.

Storage: Storage of medication will be kept in a cabinet and stored on the shelf above Lunch boxes. Medications that require refrigeration will be kept in the refrigerator. It is

the parent's responsibility to collect medications at the end of the close of the school year.

Administration - Samantha Otte will administer all medications. When Samantha Otte is not available, Janet Edwards will administer medication. Medications will be brought to an evacuation/emergency situation, in a lock box if deemed necessary. (XXXXXXfield trips thus transporting medication is not an issue.)

Precautions Gloves will be worn while administering medication to ensure 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