



## Incidental Medical Services St. Paul's Preschool Plan of Operation

### Records and Authorization

LIC 9221 – “Consent to Administer Medication” form must be completed and signed by the parent/ guardian/ authorized representative for all medications, prescription or non-prescription. The form details the amount, method of delivery and time schedule for the medication. Director or designee will administer medication at designated time then sign, date and indicate time on the LIC 9221. LIC 9221 forms will be placed in the child's file until medication is returned or expires.

### Storage and Safety Precautions

Epi-pens will be stored in a locked file cabinet inside the school office. A compilation of all students known allergies will be discretely placed inside cabinets in each classroom. These lists will include the child's name; allergy and medication needs.

### Staff Training

All staff members at St. Paul's Preschool will be required to hold current Pediatric First Aid and Pediatric CPR certification. Personnel will be provided a copy of this plan and will sign a receipt acknowledging these procedures. New staff members will be provided with a copy of this plan as well as receive an in depth orientation and training.

### General Procedures

1. Medications shall be kept in a safe place inaccessible to children.
2. Each container shall have an unaltered label.
3. If warranted a refrigerator shall be used to store any medication that requires refrigeration.
4. All prescription and nonprescription medications shall be maintained with the child's name and shall be dated.
5. Prescription medications shall be administered in accordance with the label direction as prescribed by the child's physician.
6. For each prescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the child (LIC 9221).
7. This document shall be kept in the child's file.
8. The instructions from the child's authorized representative shall not conflict with the label direction as prescribed by the child's physician.
9. When no longer needed by the child, or when the child withdraws from the center , all medications shall be returned to the child's authorized representative or disposed of after an attempt to reach the authorized representative.

St. Paul's Episcopal Church Preschool #300600916  
Incidental Medical Services Policy Plan of Operation  
St. Paul's Preschool (the licensee) will provide the following Medical Services:

Epi-Pens will administered as prescribed by a physician and in emergencies only.

Epi-Pens are disposable, prefilled automatic injection devices designed to deliver a single dose of epinephrine for allergic emergencies. They should only be used by, and / or administered to, a hypersensitive (allergic) person in the event of an allergic emergency as prescribed by a physician. Such emergencies may occur from insect stings or bites, foods, drugs or other allergens, as well as from idiopathic or exercise-induced anaphylaxis.

Use and administration of the Epi-pen is being permitted pursuant to Business and Professional Code Section 2058 because of its demonstrated potential to save lives when there may be only minutes to spare; and because it is premeasured and contained in an automatic injection device.

Procedure: Epi-Pens will:

1. Be used in accordance with the directions and as prescribed by a physician.
2. Be stored within a protected environment.
3. Be kept ready for use at all times.
4. Be clearly labeled with child's name; expiration date and include a physician's instruction for application.
5. Parents will be notified by personally to alert them to upcoming expiration date for individual medication.
6. 911 as well as the child's parent/ authorized representative will be contacted immediately after administering the Epi-Pen.

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I have received and read St. Paul's Incidental Medical Services plan of Operation.

Child's Name(s) \_\_\_\_\_

Parent's Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_