



To: Staff of CCP and Licensing Analyst
From: Angela Calhoun, Director
Regarding: Medical Plan of Action
Date: April 8, 2016

In compliance with the requirement for Incidental Medical Services provided to children in Christ Community Preschool's care, these proposed changes to our plan of operation take effect immediately.

In the case medical services are to be provided, the primary caregiver of the child will submit documentation from the child's physician of the needed medical services along with a signed authorization for administration of medication to the director to be put in the emergency file and the child's file.

Medication and/or needed medical supplies will be labeled with child's information, doctor's information, usage information, and expiration and stored in the appropriately labeled drawer in the director's office out of reach of the children. In the case that refrigeration is needed, a special compartment is labeled in the teacher lounge for appropriate storage. The director or appointed staff will administer medication/service as requested or needed. Expired medication will be destroyed.

All staff on campus are CPR/First Aid certified, along with training on how to use an Epi pen. These cards are on file in a locked file in the director's office. On a yearly basis, staff will undergo proper safety precautions as well as proper disposal of contaminated materials. In the case of a special situation to provide medical care, the child's teachers and daycare staff will be trained by the director, parent, and/or child's physician as needed.

In the case of a disaster, the primary caregiver will be contacted and the emergency file and needed supplies will be taken according to the emergency disaster plan.

A child can not be denied needed and documented medical services. Primary caregivers will be notified verbally and in writing when medical services are rendered.

Without proper documentation, over the counter medications like Tylenol can not be given.

All records will be stored in the emergency file in the director's office.