



To: Staff of CCP and Licensing Analyst  
From: Cathi Hamen, Director  
Regarding: Medical Plan of Action  
Date: April 24, 2019

In compliance with the requirement for Incidental Medical Services provided to children in Christ Community Preschool's care, these are the proposed changes to our plan of operations that 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 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 refrigerator for appropriate storage. The director or appointed staff will administer medications/service as requested or needed and sign off accordingly. Expired medication will be destroyed.

All staff on campus are CPR/First Aid certified, along with being trained on how to use an EpiPen. These cards are on file in a locked file drawer 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, overall counter medications like Tylenol cannot be given.

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