

Plan of Operation:

Administration of Medication and Incidental Medical Services (IMS)

Purpose: To ensure safe and accurate administration of Medication and IMS to all children in our care. Action Day Primary Plus (ADPP) will enroll children that may need the following services:

- Blood-Glucose Monitoring
- Administering Inhaled Medications
- Emergency Anti-Seizure
- EpiPen Jr and EpiPen
- Insulin administration
- Other incidental medical services

Medication and Incidental Medical Services Administration Policy:

The following requirements must be met before enrolling students who require administering medications and/or IMS:

- Written Authorization from the child's physician or a valid prescription
- Written Authorization from the child's authorized representative. Parents must complete our pink half sheet "Prescription Medicine Authorization" form.
- Medication, supplies and equipment must be in the original labeled container with the child's name on it, and may not be expired.
- ADPP will maintain documentation of medication and IMS on a log after every medication or service is administered.
- ADPP will follow **Universal Precautions**: **1.** Will use barrier protection to prevent skin and mucous membrane contact with blood or other body fluids. **2.** Wear gloves to prevent contact with blood, infectious materials, or other potentially contaminated surfaces or items. **3.** Wear face protection if blood or bodily fluid droplets may be generated during a procedure. **4.** Wear protective clothing if blood or bodily fluid may be splashed during a procedure. **5.** Wash hands and skin immediately and thoroughly if contaminated with blood or bodily fluids. **6.** Wash hands immediately after gloves are removed. **7.** Use care when using or handling sharp instruments and needles, placing used in labeled, puncture resistant containers. **8.** If you have sustained an exposure or puncture wound, immediately flush the exposed area and notify your supervisor.
- Action Day will have designated trained staff that will be appointed by our Directors and properly trained on the various IMS the center provides.

*Note: The child's authorized representative is responsible for providing all medications and supplies to the facility. In most situations, children should not transport medications to and from the facility: this includes medication placed in a diaper bag or backpack. Special arrangements must be considered regarding the safe transport of medications. ADPP employees may not deviate from the written authorization from the child's physician. ADPP will provide designated trained staff on premise for children in need of IMS.

Medication that have expired or are no longer being used at the facility shall be returned to the child's authorized representative. If the medicine has not been picked up within one week of the date request, then the medicine will be disposed of by of our trained staff.

Medication Administration Procedures:

Care & Storage: IMS supplies and medications in the facility shall be stored in a secure, inaccessible, clean location under conditions as directed by the physician or pharmacist. Medications that require refrigeration shall be stored in a designated area of the refrigerator separated from food & inaccessible to children.

Administration of Routine for Medication and IMS:

Once all requirements are met, the designated trained staff will administer Medication or IMS by:

- Ensuring they have the right child
- Ensuring they have the correct medication
- Ensuring they have accurate dose
- Ensuring they are administering at the correct time

Documentation:

Any Medication or IMS administered will be documented on ADPP Medication Log. Authorized representative shall be informed of each occurrence their child received medication or when IMS are performed, via the Medication Log.

In the event of any emergency, including if a child is administered an EpiPen, **911** and the child's authorized representative will be called immediately. Also an Incident Report will be sent to the Department of Social Services.



I have received a copy of Action Day Primary Plus' Plan of Operation regarding Administration of Medication and Incidental Medical Services.

Parent Signature

Date