

Program Decision Regarding Medication Plan

Robots and Mud Pies π Preschool **WILL** administer OTC topical ointments (i.e. diaper ointment), sunscreen and topically applied insect repellent. We also have staff trained in AMAT and they can administer emergency medication like liquid Benadryl, metered-dose inhalers, and the EpiPen epinephrine auto-injector for children with allergies and asthma. (AMAT stands for Allergy & Anaphylaxis Medication Administration Training) The program will administer medication in accordance with VDOE child day program regulations. Only a staff member who has completed the appropriate training and is listed as AMAT trained in this plan will be permitted to administer medication at Robots and Mud Pies π Preschool, with the exception that all staff will be allowed to apply over-the-counter topical diaper ointments, sunscreen and topically applied insect repellent.

Authorized Staff to Administer Medication

I understand that any individual listed in this section is approved to administer medication using the following routes: oral liquid Benadryl, topical non-prescription ointments, lotions, and sprays, inhaled medications and epinephrine via and auto-injector device. I understand that to be approved to administer medication, other than over-the-counter topical ointments, sunscreen and topically applied insect repellent, all individuals listed below as medication administrators must be at least 18 years old and have valid:

- Allergy & Anaphylaxis Medication Administration Training (AMAT) certificate
- CPR Certificate which covers children ages 2-12 years old
- First Aid Certificate which covers children ages 2-12 years old

I understand that the medication administrators may only administer medication when the medication labels, inserts, instructions, and all related materials are written in the language indicated on the AMAT certificate.

10/8/2024


Staff with Allergy & Anaphylaxis Medication Administration Training Certificate

Documentation of First Aid, CPR, AMAT and proof of age (over 18) will be kept on site and are available upon request.

Staff Name: Morgan Nishimoto

AMAT Certificate expiration date: 3/4/2027

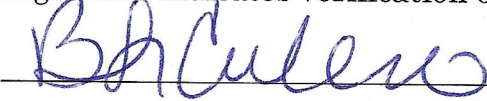
Signature indicates verification of age, AMAT certificate, First Aid and CPR certificates:

 Date 10/10/24

Staff Name: Rosetta Hardy

AMAT Certificate expiration date: 3/4/2027

Signature indicates verification of age, AMAT certificate, First Aid and CPR certificates:

 Date 10/10/24

Forms and Documentation Related to Medication Administration

Robots and Mud Pies π Preschool will accept permission and instructions to administer medication on the *Written Medication Consent Form*. For over-the-counter topical ointments, sunscreen and topically applied insect repellent, the *Authorization Form for Non-prescription Over-the-Counter Skin Products* will be accepted. Medication consent forms for long-term medication must be renewed every twelve (12) months, or sooner if directed by physician. One of the staff with AMAT credentials will check the medication consent forms monthly to verify they are current and have not expired. All medication administered to a child during program hours will be documented on a child-specific medication log. Robots and Mud Pies π Preschool will use *Log of Medication Administration* form for all medications excluding over-the-counter topical ointments, sunscreen and topically applied insect repellent. Each medication log will be attached to the child's corresponding consent form.

As Needed Medication, Medication Side Effects and Other Notifications

Parents will be notified of all "as needed" medication given to their child and told what symptoms were observed that required the administration of medication. All observable side effects will be documented on the child's medication log. Parents will be notified of any observed side effects by the end of the day. Parent notification will be immediate if the side effects are severe. If necessary, emergency medical services will be called. AMAT certified staff will document whenever medication is not given as scheduled. The date, time and reason for this will be documented. Parents will be notified as soon as possible. When medication is not given as scheduled, this will be documented as a medication error. The date, time and reason for the error will be documented. The

AMAT certified staff will follow all policies and procedures related to medication errors. All medication consents and medication logs will be kept in the following locations:

- ✓ Medication forms for current/in use forms will be kept with the medication(s) in a locked cupboard in the child's classroom.
- ✓ Child's File for forms that are no longer being used.

Handling Storage and Disposal of Medication

All medication must be properly labeled with the child's first and last name and be accompanied by the necessary parent permission and, when applicable, health care provider instructions ***BEFORE*** it will be accepted from the parent or the parent representative. All medication will be kept in its original container. Medication (except for over the counter sunscreen and diaper ointment) must be kept in a locked place, using a safe locking method that prevents access by children. Medication will be stored in a locked cabinet in the child's classroom, out of reach of the children. Medication requiring refrigeration will be stored in a food refrigerator in a leak proof container, separated from food and inaccessible to children. This refrigerator will be kept at a temperature below 40°F.

A staff member will check for expired medications monthly.

All leftover or expired medications will be given back to the child's parents for disposal. Medication not picked up within 14 days after use will be flushed down the toilet or disposed of in a manner that is not accessible to the children.

Medication Errors

If a medication error occurs, we will notify the child's parent immediately. We will maintain the confidentiality of all children involved. When a medication error occurs, we will encourage the parent to contact the child's health care provider. We will also complete the *Medication Error Report Form*. If more than one child is involved in the error, a form will be completed for each child.

Confidentiality Statement

Information about any child in our program is confidential and will not be given to anyone except VDOE's designees or other persons authorized by law unless the child's parent or guardian gives written permission. Information about any child in the program will be given to the local department of social services if the child received a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

ADA Statement

Robots and Mud Pies π Preschool will comply with the provisions of the American with Disabilities Act. If any child enrolled in our program now or in the future is identified as having a disability covered under the ADA, we will assess the ability of the program to meet the needs of the child. If we can meet the needs of the child without making a fundamental alteration to the program, we will not exclude the child from our program.

10/8/2024

Administrator Statement

I understand that it is my responsibility to follow this *Program Decision Regarding Medication Plan* and all health and infection control regulations applicable to child day programs. I will verify and document the credentials for all new staff certified to administer medication before the staff is allowed to administer medication to any child in the child day program. This *Program Decision Regarding Medication Plan* will be made available to parent at enrollment, when changes are made and upon request.

Robots and Mud Pies π Preschool's *Program Decision Regarding Medication Plan*.

These signatures attest that the parents received a copy of the attached *Program Decision Regarding Medication Plan*. (a copy can also be found online in our Forms section.)

Robots and Mud Pies π Preschool will maintain a copy of this form in each child's individual record.

Facility Name Robots and Mud Pies π Preschool

Administrator's Name Brenda Cubero

Administrator's Signature B. Cubero Date 10/10/2024

Parent or Guardian's Signature _____ Date _____