

# Policy and Procedures for the Storage and Access of Emergency Medications in the School and Child Care Setting Including Inhalers and Epinephrine for Children

## Purpose:

To ensure safe storage and immediate access to emergency medications (including Inhalers and Epinephrine) to all children in school and child care settings.

## Requirements: The following must be met before administering emergency medications.

- Written Health Care Plan from the Health Care Provider (updated annually).
- Parent written authorization (updated annually).
- Medication in the original labeled container.
- Medication current, must not be expired.
- Medication may only be administered to the child it is prescribed for
- Staff must be trained and delegated by nurse consultant (annually or as needed basis).
- Written order from prescribing health care provider stating that child can selfcarry his/her own emergency medication and approved by the nurse consultant.
- All staff working with children must be informed of children who have emergency medication on site and which children may self-carry their emergency medication. And must have written approval from the parent and Health Care Provider
- This policy must be reviewed by the nurse consultant.

## Procedure:

- All emergency medications must be stored with child's current approved health care plan.
- Emergency medications are not required to be stored in a locked area during program hours. Recommend locking medication after hours.
- Emergency medications must be in an area easily accessible & identifiable to staff but out of the reach of children.
- When away from the classroom (field trips, recess), staff must carry emergency medications in a bag on their person.
- Medication must be kept at room temperature and not exposed to extreme heat or direct sunlight.
- Check expiration dates regularly, any expired medication or discontinued medication must be returned to the parent/guardian or properly disposed of according to state practice.
- Staff will be informed of children requiring emergency medications.
- Program director will notify nurse consultant immediately of new children that are identified with an emergency medication.

## Reviewed by Child Care Health Consultant:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## References:

CDHS Rules Regulating Child Care Centers 7.702 2/2016

CDHS Rules Regulating School-Age Child Care Centers 7.712 9/2016