

Parent Handbook

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received a copy and reviewed First Class Learning Ministry’s Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

2141 East 52nd Street. Indianapolis, Indiana 46205

(317) 986-6995

firstclasslearningministry@gmail.com

First Class Learning Ministry’s Philosophy:

To provide a safe, learning environment filled with the love of God. Leading by positive example showing our children respect, confidence, morals, and biblical principles while building a relationship with Jesus.

Goals:

**Infants and toddler**

* Provide loving, safe and healthy environment
* Provide tools needed to stimulate their learning skills
* Provide physical activities for large and small motor skills to keep them moving
* Support social and emotional development through positive interactions
* Some physical goals are to drink from a cup, each with utensils, stack blocks, and walk

**Preschool**

* Identify where each child is and help them grow in all areas
* Positive attitude
* Good listening skills and following directions
* Dressing with little to no help
* Independent problem solving
* Help others, courteous showing good manners
* Speaks clear, tells stories, read short stories
* Identify, write and recognize letter sounds
* Well-coordinated
* Cut with scissors, identify and write their name
* Identify shapes, colors, numbers and sight words
* Identify right and left
* Knows personal information; name, age and parents name

**CARING FOR CHILDREN WITH SPECIAL NEEDS POLICY**

**Reason this policy is important:**  Child care programs provide public accommodations and therefore must comply with the Americans with Disabilities Act. Child care programs should be committed to meeting the needs of all children, regardless of special health care needs or disabilities. As the numbers of children with chronic health conditions such as asthma, allergies, and diabetes increase, as well as the number of children with emotional or behavior issues, that ability of programs to plan for and include all children is critical. Inclusion of children with special needs have been shown to enrich the child care experience for all staff, and children and families of enrolled children.

**Procedure and Practices, including responsible person(s):**

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA)
2. All families will dignity and with respect for their individual needs and/or differences.
3. First Class Learning Ministry will be responsible for ensuring that confidentiality about special needs is maintained for all families and staff in the program.
4. Fist Class Learning Ministry will ensure that when a child with special needs in identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.
5. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, child care program may consult with agencies/organizations as needed, provided parental permission is granted (Authorization for Release of Information form). Inclusion of program staff on IFSP and IEP care conferences is desired to ensure the child care program provides the most supportive environment possible.
6. All Staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that nay child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.
7. The individual written plan of care for children with special care needs will be followed in all emergency situations. First Class Learning Ministry is responsible for making sure the plan shall be updated annually, at a minimum.

**When the policy applies:** At all times

**Communication plan for staff and parents:**

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the facility. All parents will receive a written copy of this policy in the parent handbook and a copy of this policy will be posted on the parent bulletin board in each classroom. Parents, staff, and volunteers will receive a written copy of any updates.

**References:**

* Model Health Policies 2004 <http://www.ecels-healthychildcarepa.org>
* Caring for Our Children <http://nrc.uchsc.edu>

**Reviewed by:** Concetta Thomas Director/Owner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health Professional (physician, nurse,

health department, EMS, Health consultant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (parent, advisory committee, police, CPS)

**Effective Date and Review Date:**

This policy is effective 2-20-2018 and will be reviewed annually or as needed.

\*This format is adapted from ad used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000\*

**Late arrival Policy:**

First Class families may arrive no later than 10:30am for class.

**Open Door Policy:**

First Class Learning Ministry maintains an open-door policy with all parents/guardians of enrolled children. Parents/guardians are welcomed and encouraged to volunteer and visit their child’s classroom. Parents/guardians, visitors, and volunteers are required to sign in with director or acting supervisor before proceeding to the classroom. We encourage parents to consider that there are certain times during the day (for example nap time) when visiting can be detrimental to the child and classmate’s daily routine.

**Substitute Policy:**

In the event that a substitute is needed, such person will have fulfilled the minimum licensing requirements for teaching. Each substitute provider will receive an orientation following the state required orientation form and will be a good fit for our mission and philosophy for First Class Learning Ministry.

**Volunteer Policy:**

Parents of First Class Learning Ministry children are required to volunteer a minimum of 1 day per calendar year for our First Saturday’s Event.

**Parent Conference Policy:**

First class families will have a parent teacher conference one timer per year. Parents will be notified of the conference date each year and information regarding the conference will be posted on the parent’s board as reminder.

**Teacher Professional Development Policy:**

First Class will be closed 3 days yearly for Teacher Professional Development days. Information regarding the days for professional development will be provided to parents and listed on the parent’s board.

**IC 12-17.2-3.5-5(c)**

**Safe Conditions in the facility and on the grounds Policy:**

First Class Learning Ministry will practice safety precautions in the facility and on the grounds ensure the safety of our children. Broken toys and sharp objects will be removed from the premises scissors will be in storage and not accessible to children when not in use. Fire extinguishers and smoke detectors are present in the building and other precautions will be taken in the building and on the playground to maintain and safe environment.

**IC 12-17.2-3.5-5(c) and (d)**

**Safety of motor vehicles used to transport children policy:**

Vehicles used to transport children will be in safe working conditions. The vehicles will be inspected to ensure that they are in good working condition. Routinely the tires, windshield wipers, and fluid and elements will be checked to remain in a safe condition. A fire extinguisher will be present, and the vehicles will be properly insured and licensed.

**IC 12-17.2-3.5-7(a)**

**Policy for illnesses, Serious Injury or Death or Provider:**

In case of illness to Miss Concetta, Miss Vanessa is trained to fill the position. Illness to Miss Vanessa, Miss Concetta is trained to fill the position. In case of illness or serious injury of Death of provider: Our Director is trained to fill the position and Miss Vanessa will be in charge.

In Case of Death:

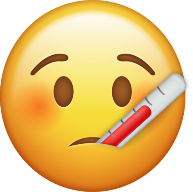
The Director will oversee day to day operations. Miss Vanessa will take over operation of the daycare. If the provider is ill or has serious injury, we will send out letters and make phone calls to our parents.

In Case of Death of the provider:

Our director will contact FSSA immediately

**Sick Policy**

**I NEED TO STAY HOME IF…….**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjL1cWOytjaAhXITN8KHf97ClYQjRx6BAgAEAU&url=https://emojiisland.com/products/thermometer-sick-iphone-emoji-jpg&psig=AOvVaw2VN0emMXSe2v3SFe9qM06K&ust=1524853990513957)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I HAVE A FEVER | I AM VOMITING | I HAVE DIARREHA | I HAVE A RASH  [Image result for rash emoji](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwi_6b6JjNvaAhXoY98KHa9TC18QjRx6BAgAEAU&url=https://hdsmileys.com/smiley/unique-smileys-for-facebook-whatsapp-and-other-social-media/&psig=AOvVaw3KSrW1l3chFQ1T57-mAPzJ&ust=1524940466326997) | I HAVE HEAD LICE | I HAVE AN EYE INFECTION  [Image result for pink eye emoji](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwi5i8SFjdvaAhVtkeAKHdS9CJIQjRx6BAgAEAU&url=https://free.clipartof.com/details/10-Free-Smiley-Face-With-Black-Eye&psig=AOvVaw39-hCfWM9b72_L7tdYTC3F&ust=1524940710095178) | I HAVE BEEN IN THE HOSPITAL |
|  |  | [Image result for poop emoji gimp](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjawf6wi9vaAhVwmeAKHUPVDU4QjRx6BAgAEAU&url=https://www.redbubble.com/de/people/winkham/works/17745801-l-chelnder-poop-emoji?p%3Dphotographic-print&psig=AOvVaw3xjNw79mEQ-HwMP-zQVleF&ust=1524940260223100) |  | [Image result for headache emoji](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjn-ue8jNvaAhVCON8KHQXvBvAQjRx6BAgAEAU&url=https://www.dreamstime.com/royalty-free-stock-images-headache-emoticon-image26256339&psig=AOvVaw0GoVBbFqhxDkfGCdfKxWnu&ust=1524940558577982) |  |  |
| Temperature of 100.4  [Image result for sick emoji](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwie9YW0y9jaAhWCnOAKHQWfCXsQjRx6BAgAEAU&url=https://www.forbes.com/sites/davidphelan/2017/07/18/apples-new-emoji-keyboard-update-is-sick-no-honestly/&psig=AOvVaw2VN0emMXSe2v3SFe9qM06K&ust=1524853990513957)  or higher | Within the past 24  hours | Within the past 24  hours | Body rash with itching or fever. | Itchy head, active head lice. | Redness, Itching, and/or “crusty” drainage from eye | Released by my medical provider to return to school.  [Image result for hospital emoji](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiPwPDBjdvaAhXLnOAKHa0cA5MQjRx6BAgAEAU&url=https://www.pinterest.com/pin/757801074771208603/&psig=AOvVaw2XhuWtSjljclV395zXwjTn&ust=1524940848269576) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I AM READY TO GO BACK TO SCHOOL WHEN I AM… | | | | | | |
| Fever free for 24 hours without the use of fever reducing medicine i.e. Tylenol, Motrin | Free from vomiting for at least 24 hours | Free from diarrhea for at least 24 hours | Free from rash itching or fever for 24 hours or have been evaluated by my doctor if needed | Treated with appropriate lice treatment at home and proof is provided to nurse | Evaluated by my doctor and have note to return to school | Released by my medical provider to return to school. |

**IC 12-17.2-3.5-7(a)**

**Emergency on site Policy:**

1. **Call 911**
2. **Call parents, email or text parent. If parent is not reached contact next person on emergency contact list for child/ren.**
3. **Make a copy of child/ren chart.**
4. **Send a caregiver with the child/ren to the medical facility (if parent or emergency contacts can’t be reached)**

**Contact office of Early childhood and Out of school Learning-FSSA**

**Discipline Policy:**

First Class Learning Ministry has a discipline policy which consists of positive reinforcement and time out. The use of physical punishment is never permitted. Time out will be no longer than one minute per year of the child’s age if necessary. As your partner in caring for your child/ren, it is important that good communication exist between the home and First Class Learning Ministry. If your child is experiencing a change in the home environment that may result in changes in behavior at First Class Learning Ministry, it is important that you notify us. First Class Learning Ministry will keep you informed on any behavioral problems which may occur, or any information which we feel you should know about your child/ren that may seem unusual for him/her. Every effort will be made to resolve any problems which may occur. First Class Learning Ministry reserves the right to ask you to make alternative arrangements for the care of your child to ensure the safety of staff and all children. Below please list if there are any techniques that you use with your child that may be helpful for us to care for your child as well.

**Termination:**

First Class Learning Ministry reserves the right to terminate this contract at any time for sufficient reasons including but not limited to, late payment, consistent misbehavior or unruliness of the child, unforeseen problems which may occur with the parents and/or child.

**Expulsion & Suspension Prevention:**

We at First Class Learning Ministry have a 3 step stop light system. We use this system to prevent expulsion and/or suspension, specifically children ages newborn – 5 years of age.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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

Techniques or other helpful information

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**INFANT SLEEP POLICY:**

**Reason this policy is important:**

Providing infants with a safe environment in which to grow and learn is of extreme importance to us. Therefore, out child care facility has implemented policies and procedures to create a safe environment for infants. We hollow the recommendations of the American Academy of Consumer Safety Commission for safe sleep environments to reduce the risk of sudden infant death syndrome (SIDS). SIFS is “the sudden death of an infant under 1 year of age which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history.

Procedure and Practices, including responsible person(s):

* Infants less than 12 months of age shall be placed on their backs on a firm tight-fitting mattress for sleep in a crib.
* Waterbeds, sofas, soft mattresses, pillows, and other soft surfaces shall be prohibited as infant sleeping surfaces.
* All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
* Blankets are not used in the crib
* The infant’s head shall have no covering during sleep.
* Unless the child has a not from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of SIDS.
* When infants can easily turn over from the supine to prone position, they shall be put down to sleep on their back but allowed to adopt whatever position they prefer for sleep.
* Unless a doctor specifies the need for a positioning device that restricts movement within the child’s crib, such devices shall not be used.
* There is no smoking allowed in the child care setting.
* Infants will not share a crib with other children.
* Infants will remain lightly clothed and comfortable while sleeping.
* Supervised “tummy time” will be observed while infant is awake
* At the time of application, families of infants will be informed of the programs sleep position rules and given a copy of the policy (brochure www.indianaperinatal.org/sections/resources.php)
* All staff will receive training on safe sleep practices before caring for infants and annually.

**When the policy applies:**

This policy applies to staff and families.

**Communication plan for staff and parents:**

This policy will be reviewed with the parents at the time of application and a copy will be provided in the parent handbook. SIDS information will be published annually in the newsletter and available as a handout. This policy will be reviewed during annual training and new staff orientation. A copy will also be provided in the staff handbook.

**References:**

National SIDS & Infant Death Program Support Center, SIDS Alliance, Caring for Our Children, National Health and Safety Performance Standards.

National Institute of child health and human development (NICHD) www.nichd.nih.gov/SIDS

First Candles: www.firstcandle.org/new-expectant-parents/bedtime-basics-for-babies

Indiana Perinatal Network: www.indianaparental.org (brochures)

CJ foundation for SIDS: www.cjsids.com (posters)

**Tornado Safety:**

1. Every student must line up with his or her class and teacher.
2. Every student must walk calmly with their teacher to the nearest room without windows.
3. Every student must sit on his or her bottom facing the wall with their hands clasped tightly covering their heads, according to the following guideline:
4. The 1’s room and the Pre-K 1 room are assigned to the baby’s infant room.
5. If weather conditions are severe, all students must line up with their teachers and go to the nearest hall.

**Note:**

Special Conditions: We will always have a battery-operated radio to keep track of weather conditions

**Fire Safety Plan:**

In case of a fire that destroys the daycare, our children will remain at our meeting site. We will call all parents to let them know where the children are located.

We will immediately notify the FSSA Office to inform them, so we will know how to handle the children’s charts and P.O.S. machines.

**Fire Evacuation Plan:**

The meeting site for everyone is given in the evacuation instructions for each individual room. It is the staff’s responsibility to know where their room is to meet in the south parking lot.

1. Emergency Evacuation Routes:
2. In all rooms, common areas, Evacuation plans, including primary and secondary evacuation routes will be posted. It is the responsibility of all staff to know where the evacuation plan is posted in each room, along with the nearest primary and secondary evacuation routes.

In the event of the Alarm system is activated, all staff proceed with their assigned classes to the nearest accessible evacuation route. All occupants of the building are to evacuate the building when the alarm sounds, regardless of weather, time or activities. The ONLY EXCEPTION would be if maintenance is being performed on the system, and the staff members have been notified by the director not to evacuate. In this case the children would also be notified that this is a test and any other time they should follow the evacuation procedures.

1. Evacuation routes, specific procedures and meeting sites by room are as follows:

**Babies Room: Primary Route-** Exit the north doorway in the room to the east and west hall turn right and exit the east of the building turn right and proceed to the parking lot south of the daycare at the MEETING SITE. **Secondary Route-** Exit the north doorway in the room to the east and west hall turn left then turn right to the front room and exit the north exit of the building turn right and at the end of the building turn right to the east of the building and proceed to the parking lot south of the daycare at the MEETING SITE.

**1’s Room: Primary Route-** Exit the door turn right in the east and west hall then turn right into the front room and exit the north exit of the building turn right and at the end of the building turn right to the east of the building and proceed to the parking lot south of daycare at the MEETING SITE. **Secondary Route-** Exit the door turn left in the east and west hall then exit the east exit turn right and proceed to the parking lot south of the daycare at the MEETING SITE.

**PreK 1: Primary Route-** Exit the door turn left and exit the exit east turn right and proceed to the parking lot south of the daycare at the MEETING SITE. **Secondary Route-** Exit the door turn right in the east and west hall then turn right to enter the front room. Exit the north exit then turn right at the end of the building to the east of the building and proceed to the parking lot south of the building at the MEETING SITE.

**PreK 2: Primary Route-** Exit the door turn and left down the north & south hall. Go through the front room and exit the north exit, turn right until you reach the end of the building. Head towards the east of the building and proceed to the parking lot south of the building at the MEETING SITE. **Secondary Route-** Exit the door & turn left down the north south hall, make a right down the west and east hall & exit the east exit then turn right. Proceed to the parking lot south of the daycare at the MEETING SITE.

**Before & After care Primary Route-** Exit the door to the north south hallway, go through the front room and exit the north exit. Turn right at the end of the building towards the east of the building. Proceed to the parking lot south of the building at the MEETING SITE. **Secondary Route-** Exit door to the north south hall & turn right, down to the west and east all then exit the east exit and turn right to proceed to the parking lot south of the daycare to the MEETING SITE.

**Fire Safety Plan**

1. **Reporting Procedures**

* In the event of a fire and the alarm system is activated, the alarm company will call the daycare and verify the alarm is not false. If the alarm is not false they will then call the fire department.
* If the alarm system should fail to activate in the event of a fire, a member of staff should immediately activate the nearest alarm system once a fire is discovered and alert other staff members. See attached floor plans for locating fire alarms.
* Once the alarm is active, all occupants shall proceed with evaluation procedures as stated in the fire evacuation plans.

**\*** The director or active manager will be responsible for communication with the alarm company and fire department. Alarm codes and phone numbers are located near the alarm at the east exit.

1. **Life safety strategy and procedures for Notifying, Relocating and Evacuation of Occupants.**

* Notification of a fire emergency will be through activation of the alarm system. The active alarm system will be loud enough to hear throughout all areas of the building.
* Once the alarm system is active, all occupants should follow the Evacuation Routes Primary or secondary exit. Staff members are responsible for a quick and safe evacuation.
* Once all occupants have evacuated the building, staff shall proceed with their class to the designated meeting point (which is also located on site map)
* Once at the meeting point teachers should check attendance to ensure all children in the director or manager in charge. The director or manager shall check the building before evacuating to ensure all occupants have safely exited.
* The director or manager must meet the fire department staff to get clearance before re-entering the building.
* There will be monthly fire drills to ensure the children and staff are familiar with what to do in the event of a fire.
* Training and documentation will be kept near the east exit.

1. **Site Plans attached**
2. **Floor Plans attached**
3. **Major Fire Hazards: Kitchen stove and oven. Fire hydrant is in the kitchen on the wall near the stove and the east west hall near the baby’s room.**
4. **Personnel Responsible for Maintenance of Systems and Equipment.**

* The Director and active manager are responsible for maintenance of the alarm system to prevent and control fires. Koorsen Fire & Security will inspect and maintain all fire extinguishers.

1. **Personnel Responsible for Maintenance, Housekeeping and Controlling Fuel Hazzard Sources.**

* The Custodial staff, the kitchen staff and managers responsible for maintenance, housekeeping and controlling fuel hazard sources are to notify the director who would be responsible if they are not able to perform repairs or maintenance.

**Meeting Site Information**

1. The meeting site for everyone is given in the evacuation instructions for each room. The staff is responsible to know where their meeting site is.
2. The meeting site is the same regardless of weather.
3. The fire hydrants are located in the hall by the infants and in the kitchen
4. The fire station is near 56th street and binford boulevard
5. The route from the station to First Class Learning Ministry is to head west on 56th street, turn left (south) on allisonville road and turn right (west) on 52nd street. The daycare is on the south side of the street after keystone.

**Medication Administration Policy**

**Reason This Policy is Important:**

Inevitably, some children will require medication while in the childcare setting. The Process for handling and administering medications must be well structured and carefully followed to ensure that the interests of the children and the providers are best served. When possible, a child’s parents and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planed so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

**Procedure and Practices, including responsible person(s):**

**Medication Consent**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (staff title/name) will administer medication only if the parent or legal guardian has provided written consent (Medication Administration form); the medication is available in an original labeled prescription or manufacturer’s container that meets the safety check requirements.

1. **Prescription Medication**

* Parents or legal guardians will provide the medication in the original, child-resistant container.
* Is labeled by a pharmacist with the child’s name, the name and strength of the medication,
* The date the prescription was filled
* The Name of the health care provider who wrote the prescription
* The medication’s expiration date
* Administration, storage, and disposal instructions.

1. **Non-prescription Medication**

* Parents or legal guardians will provide the medication I the original container.
* The medications will be labeled with the child’s first and last names
* Specific, legible instructions for administration and storage supplied by the manufacturer
* There must be instruction from the child’s medical provider and signature regarding the administration of the non-prescription medication.

1. **Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the child care staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over the counter medications (Medications Administration Form)**
2. **A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition or prevention. Example: Sun screen, acetaminophen, Epi-pen. (Record of Medication Order form)**

* The instructions should include the child’s name
* The Name of the medication
* The dose of the medication
* How often the medication may be given
* The conditions for use
* Any precautions to follow and potential side effects

A Child may only receive medication with the permission of the child’s parent or legal guardian.

**Medications for chronic conditions such as: Asthma or allergies**

**MEDICATION ADMINISTRATION POLICY**

For chronic conditions (such as asthma), the parent/guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

**Staff Documentation:**

1. Staff administering medications to children will be trained in medications procedure by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (staff title/name) and record of training will be kept in staff’s file.
2. Staff giving medications will document the time, date and dosage and route of the medications given on the child’s Medication Administration Form and will sign each time as medication is given. Notation of failure to provide mediation, at the prescribed time as requested by a physician or parent will also be noted.
3. Staff will report and document any observed side effects on the child’s individual medication form.
4. Staff will provide a written explanation why a medication was not given.
5. Outdated Medication Administration Forms and documentation will be kept in the child’s file.
6. Staff will only administer medication when all conditions listed above are met.

**Medication authorization and documentation is considered confidential and must be stored out of general view.**

Medication Storage:

1. Medication will be stored as follows:

* Inaccessible to children, locked
* Separate from staff or household medication
* Protected from sources of contamination
* Away from heat, light and sources of moisture (not in the kitchen or bathroom)
* At temperature specified on the label (refrigerated if required)
* So that internal (oral) and external (topical) medication are separated
* Separate from food
* In a sanitary and orderly manner

1. Controlled substances (i.e. Ritalin) will be stored in a locked container and stored \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location). Center implements the flowing system for tracking administration of controlled substances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Medications no longer being used will promptly be returned to parents/ guardians or discarded.
2. Medications will not be used beyond the date of expiration on the container or beyond and expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

**Self-Administration by Child**

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met AND:

1. A written statement from the child’s Health Care Provider and parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance.
2. The child’s medications and supplies are inaccessible to other children.
3. Staff must observe and record documentation of self-administered medications.

**Medication Administration Procedure**

1. Wash hands before preparing medications.
2. Medication errors will be controlled by checking the following six items each time medication is given:

* Right Child
* Right Medication
* Right Time
* Right Dosage
* Right Route
* Right Documentation

1. Prepare medication on a clean surface away from diapering or toileting areas.
2. **Do not add medication to the child’s bottle or food.**
3. For liquid medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
4. For capsules/pills, medication is measured into a paper cup and dispensed as directed as directed by the Health Care Provider/legal guardian.
5. **Wash Hands** after administering medication.
6. Observe the child for side effects on medications and document on the child’s Medication Authorization Form.
7. When a medication error occurs, the Regional Poison Control Center and the child’s parents will be contacted immediately. The incident will be documented in the child’s record at the facility.
8. If bulk medications (diaper ointment and sunscreen) are used, they will be administered in the following manner to prevent cross-contamination:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**When the Policy Applies:**

This Policy applies to children, parents, guardians, staff and volunteers.

**Communication:**

This Policy will be reviewed with parents upon application and a summary copy will be included in the parent’s handbook.

This policy will also be reviewed with staff at orientation and annual staffing training.

**References:**

* American Academy of Pediatrics, PA Chapter (2002) Model Child Care Heath Policies, 4th Ed.

[**http://www.ecels-healthychildcarepa.org**](http://www.ecels-healthychildcarepa.org)

* Caring for Our Children – [**http://nrckids.org**](http://nrckids.org)

**Reviewed by:** Concetta Thomas Director/Owner of First Class Learning Ministry

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Health Professional (physician, nurse)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Staff member

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (parent, advisory committee, police CPS)

**Effective Date and Review:**

This policy is effective 1/1/2018 and will be reviewed annually or as needed.

\*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.

**First Class Learning Ministry Policy Acknowledgement Checklist**

**\_\_\_\_\_\_\_\_\_ Children with Special Needs Policy**

**\_\_\_\_\_\_\_\_\_ Late Arrival Policy**

**\_\_\_\_\_\_\_\_\_ Open Door Policy**

**\_\_\_\_\_\_\_\_\_ Substitute Policy**

**\_\_\_\_\_\_\_\_\_ Volunteer Policy**

**\_\_\_\_\_\_\_\_\_ Parent Teacher Conference**

**\_\_\_\_\_\_\_\_\_ Teacher Professional Development Policy**

**\_\_\_\_\_\_\_\_\_ Safe Conditions in the Facility and on the Grounds Policy**

**\_\_\_\_\_\_\_\_\_ Safety of Motor Vehicles to Transport Children Policy**

**\_\_\_\_\_\_\_\_\_ Policy for Illnesses, Serious Injury or Death of Provider**

**\_\_\_\_\_\_\_\_\_ I Need to Stay Home If/Sickness Policy**

**\_\_\_\_\_\_\_\_\_ Emergency on Site Policy**

**\_\_\_\_\_\_\_\_\_ Discipline Policy**

**\_\_\_\_\_\_\_\_\_ Infant Sleep Position Policy**

**\_\_\_\_\_\_\_\_\_ Tornado Safety**

**\_\_\_\_\_\_\_\_\_ Safety Plan**

**\_\_\_\_\_\_\_\_\_ Fire Evacuation Plan**

**\_\_\_\_\_\_\_\_\_ Medication Administration Policy**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

**\*\*By initialing & signing by these policies, you are agreeing & acknowledging that you have read and completely understand each policy and/or procedure.**