

**Bethany Christian School - Preschool
Plan of Operation for
Incidental Medical Services (IMS)**

Bethany Christian School provides the following IMS:

- Administration of over-the-counter medication
OTC medication must be in its original packaging. The parent and child's physician must complete the Request for Medical Administration form.
- Administration of Epi-Pen/Epi-Pen Jr.
Appropriate administration of Epi-Pen/Epi-Pen Jr. is covered during staff's normal CPR/First Aid training. The Epi-Pen/Epi-Pen Jr. must be in its original packaging, along with the prescription label attached. The parent and child's physician must complete the Request for Medical Administration form. After administration, the Epi-Pen/Epi-Pen Jr. will be placed in a sharps container located in the front office.
- Administration of prescription medication
Prescription medication must be in its original packaging and have the prescription label attached. The parent and child's physician must complete the Request for Medical Administration form.
- Administration of sunscreen
Parents must make a request to their child's teacher to apply sunscreen to their child during the school day. The teacher then provides the parent with two forms to fill out: one form to be kept on file in the Preschool Director's office, and a smaller version to be adhered to the sunscreen the parent provides for application on their child. (For ease of use, sunscreen spray or balm sticks are requested. Sunscreen lotion is not accepted.) Sunscreen is stored in the child's classroom out of children's reach and over 5 feet high.

Records kept on file for each child requiring medication to be stored at school:

- Request for Medical Administration (to be completed by physician and parent)
- LIC 622 Centrally Stored Medication/Destruction Record (to be completed by Preschool Director)
- Medication Administration Log (to be updated by Preschool Director)

Trained staff who may provide IMS services for preschool children: all BCS staff

Location of medications: Each child's medication is placed in a ziploc bag with the child's name written in large print, and stored in a locked bag along with a binder containing the medication records. This bag is located in the front office.

Expired medication: Parents are responsible for providing unexpired medication. Expired medication will not be administered. If an emergency situation presents itself, emergency services will be called immediately and the expired medication will not be administered.

IMS on field trips: Parents are in charge of their own children, and drive and supervise their children for all field trips. Preschool staff meets the families at the field trip location. Parents will pack their own children's medications and administer as needed.

IMS Safety Precautions:

- All staff maintains current CPR/First Aid certification for infants, children, and adults.
- Staff administering IMS will wear gloves anytime a procedure involves potential exposure to blood or body fluids. Afterward, staff will properly remove/dispose of the gloves and then wash their hands.
- In the event of an emergency, the Office Manager is responsible for evacuating the facility with all IMS supplies/medications. Any IMS supplies stored in classrooms will be the responsibility of the classroom teachers to take with them in the event of an emergency. BCS is not responsible for locating IMS supplies in the event of an emergency in the facility that threatens the safety of staff.

Communication to parents/guardians:

- After emergency services are called, parents will be called when an emergency IMS is performed: Epi-Pen/Epi-Pen Jr., allergy medication, and in any other emergency situation.
- Parents of children receiving routine and non-emergency IMS will not be notified unless requested. Parents may view the medication log at any time with assistance from the Preschool Director or Office Manager.

Changes to IMS Plan: Changes in IMS Plan will be submitted to CCL within 7 days. Parents will be notified in writing and email within 24 hours of the IMS Plan change.

Reporting requirements: All serious incidents will be reported to CCL within 24 hours of the incident's occurrence (via phone call, email, and submitting LIC 624).

For any further questions regarding IMS, please call the Preschool Director at (805) 497-7072 ext. 232.