

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**HEALTH CARE PLAN**  
**Day Care Center**

PROGRAM NAME: Asbury Day Care Center	
LICENSE NUMBER: 39695 DCC	DATE HEALTH CARE PLAN SUBMITTED TO THE OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS): 1/03/23

**Note:**

- It is the program's responsibility to follow the health care plan and all day care regulations.
- OCFS must review and approve the health care plan as part of the licensing/registration process.
- OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.
- A health care consultant must approve health care plans for programs that administer medications and for programs that care for infants and toddlers or moderately ill children.
- The program's health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.
- The health care plan must be on site and followed by all staff/caregivers.
- The program's anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.
- If a conflict occurs between day care regulations and emergency health guidance promulgated by DOH in the interest of public health during a designated public health emergency, such emergency guidance must be followed.

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**Section 1: Child Health and Immunizations**

The program cares for (check all that apply; at least one **MUST** be selected):

- ☒ **Well children**
- ☒ **Mildly ill children** who can participate in the routine program activities with minor accommodations. A child who meets any of the following criteria is defined as “mildly ill”:
- The child has symptoms of a minor childhood illness that does not represent a significant risk of serious infection to other children.
  - The child does not feel well enough to participate comfortably in the usual activities of the program but is able to participate with minor modifications, such as more rest time.
  - The care of the child does not interfere with the care or supervision of the other children.
- ☐ **Moderately ill children** who require the services of a health care professional but have been approved for inclusion by a health care provider to participate in the program. A child who meets any of the following criteria is defined as “moderately ill”:
- The child’s health status requires a level of care and attention that cannot be accommodated in a child day care setting without the specialized services of a health professional.
  - The care of the child interferes with the care of the other children and the child must be removed from the normal routine of the child care program and put in a separate designated area in the program, but has been evaluated and approved for inclusion by a health care provider to participate in the program.

**NOTE: The definitions above do not include children who are protected under the Americans with Disabilities Act (ADA). Programs must consider each child’s case individually and comply with the requirements of the ADA. For children with special health care needs, see *Section 2*.**

**Key criteria for exclusion of children who are ill**

- The child is too ill to participate in program activities. ⚡
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children; ⚡
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing or having a quickly spreading rash; ⚡
- Fever:
  - Temperature above 101°F [38.3°C] orally, or 100°F [37.8°C] or higher taken axillary (armpit) or measured by an equivalent method **AND** accompanied by behavior change or other signs and symptoms (e.g., *sore throat, rash, vomiting, diarrhea, breathing difficulty or cough*). ⚡
  - Under six-months of age: Unexplained temperature above 100°F [37.8°C] axillary (armpit) or 101°F [38.3°C] rectally (caregivers are prohibited from taking a child’s temperature rectally) should be medically evaluated. ⚡
  - Under two-months of age: Any fever should get urgent medical attention. ⚡

*(exclusion criteria continued next page)*

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(exclusion criteria continued from previous page)

- Diarrhea:
  - Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child. ⚡
  - Toilet-trained children if the diarrhea is causing soiled pants or clothing. ⚡
  - Blood or mucous in the stools not explained by dietary change, medication, or hard stools. ⚡
  - Confirmed medical diagnosis of salmonella, E. coli or Shigella infection, until cleared by the child's health care provider to return to the program. ⚡
- Vomiting more than two times in the previous 24-hours unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated. ⚡
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness. ⚡
- Mouth sores with drooling unless the child's health care provider states that the child is not infectious. ⚡
- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return. ⚡
- Streptococcal pharyngitis (*strep throat or other streptococcal infection*), until 24-hours after treatment has started. ⚡
- Head lice, until after the first treatment (*note: exclusion is not necessary before the end of the program day*). ⚡
- Scabies, until treatment has been given. ⚡
- Chickenpox (varicella), until all lesions have dried or crusted (*usually six-days after onset of rash*). ⚡
- Rubella, until six-days after rash appears. ⚡
- Pertussis, until five-days of appropriate antibiotic treatment. ⚡
- Mumps, until five-days after onset of parotid gland swelling. ⚡
- Measles, until four-days after onset of rash. ⚡
- Hepatitis A virus infection, until the child is approved by the health care provider to return to the program. ⚡
- Any child determined by local health department to be contributing to the transmission of illness during an outbreak. ⚡
- Impetigo until treatment has been started. ⚡

⚡ Adapted from *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition*.

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## Medical Statements and Immunizations

Upon enrollment, any child, except those in kindergarten or a higher grade, in the program will provide a written statement signed by a health care provider verifying that the child is able to participate in child day care and currently appears to be free from contagious or communicable diseases. A *Child in Care Medical Statement* for each child must have been completed within the 12-months preceding the date of enrollment. Form **OCFS-LDSS-4433**, *Child in Care Medical Statement* may be used to meet this requirement.

The program will accept a child who has not received all required immunizations only as allowed by regulation. The program will keep documentation that each child has received the immunizations required by New York State Public Health Law unless exempt by regulation.

How often are immunization records reviewed for each age group? **(check all that apply; at least one MUST be selected)**

- ◆ six-weeks to two-years: ☐ Weekly ☒ Monthly ☐ Quarterly ☐ Yearly
- ◆ two-years to five-years: ☐ Weekly ☐ Monthly ☐ Quarterly ☒ Yearly

Parents will be notified in the following way(s) when records indicate immunizations need to be updated: **(check all that apply)**

- ☒ Written notice
- ☒ Verbally

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## **Section 2: Children with Special Health Care Needs**

**Children with special health care needs means children who have chronic physical, developmental, behavioral, or emotional conditions expected to last 12-months or more and who require health and related services of a type or amount beyond that required by children generally.**

- Any child identified as a child with special health care needs will have a written Individual Health Care Plan that will provide all information needed to safely care for the child. This plan will be developed with the child's parent and health care provider.
- Any child with a known allergy will have a written Individual Allergy and Anaphylaxis Emergency Plan attached to the Individual Health Care Plan that includes clear instructions of action when an allergic reaction occurs. Additionally, upon enrollment into the child care program, the parent/guardian will complete form **OCFS-LDSS-0792, Day Care Enrollment** (Blue Card) or an approved equivalent that will include information regarding the child(s) known or suspected allergies. This documentation will be reviewed and updated at least annually or more frequently as needed. The program may be required, as a reasonable accommodation under the Americans with Disabilities Act, to obtain approval to administer medication if the child needs medication or medical treatment during program hours.

The program may use (check all that apply; at least one **MUST** be selected):

- ☒ Form **OCFS-LDSS-7006, Individual Health Care Plan for a Child with Special Health Care Needs**
- ☒ Other: (please attach the program's plan for individualized care)

Additional documentation or instruction may be provided.

Explain here: as a replacement for form 7006 one of the following may be used:

Special Health Care Plan for a Child with Asthma

Food Allergy and Anaphylaxis Emergency Care Plan

Special Health Care Plan for a Child with Seizures

AAP\_ Allergy and Anaphylaxis Emergency Plan

Care Plan for a Child with Special Health Care NeedsCare plan from a child's doctor's office

The program may use (check all that apply; at least one **MUST** be selected):

- ☒ Form **OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan**
- ☒ Other: (please attach the program's plan for individualized care)

Additional documentation or instruction may be provided.

Explain here: as a replacement for form 6029 one of the following may be used:

Food Allergy and Anaphylaxis Emergency Care Plan

AAP\_ Allergy and Anaphylaxis Emergency Plan

Individual Special Health Care Plan from the child's doctor's office

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### **Section 3: Daily Health Checks**

A daily health check will be done on each child when the child arrives at the program and whenever a change in the child's behavior and/or appearance is noted. The child must be awake when the check is done, and the following procedure will be used (**check one; at least one MUST be selected**):

- ☒ See **Appendix A: Instructions for Daily Health Check**  
☐ Other:

Explain here:

The daily health check will be documented. Check the form you will use to meet this requirement:

- ☐ Form **LDSS-4443, Child Care Attendance Sheet**  
☒ Other: *(please attach form developed by the program)*

Staff will be familiar with the signs and symptoms of illness, communicable disease, and injury, as well as the exclusion criteria listed in the Health Care Plan in Section 1.

Staff and volunteers will be trained in preventing, recognizing, and responding to allergic reactions and anaphylaxis.

Staff will keep a current knowledge of the *New York State Department of Health's list of communicable diseases (DOH-389)* accessible at: [https://health.ny.gov/forms/instructions/doh-389\\_instructions.pdf](https://health.ny.gov/forms/instructions/doh-389_instructions.pdf)

Children will be monitored throughout the day. Parents will be notified immediately of any change in the child's condition or if the care of the child exceeds what the program can safely provide. If necessary, the program will make arrangements with the parents for obtaining medical treatment. If a parent cannot be reached or if the child's condition warrants, emergency medical treatment will be obtained without delay by calling 911.

Any signs of illness including allergic reactions and anaphylaxis, communicable disease, injury and/or suspected abuse and maltreatment found will be documented and kept on file for each child in the following way (**check all that apply; at least one MUST be selected**):

- ☒ In each child's file  
☒ In a separate log  
☐ Other:

Explain here:

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The program will ensure that adequate staff are available to meet the needs of the ill child without compromising the care of the other children in the program.

Explain the procedures for caring for a child who develops symptoms of illness while in care.

Explain here:



1. Assess the symptoms for need to call 911/emergency care or if the symptoms meet exclusion criteria.
2. Separate the child from the others, if indicated, while providing comfort measures as needed.
3. Maintain care and supervision for all children. Call 911 if necessary.
4. Call the parent or emergency contacts and agree on a plan of care.
5. Document the symptoms and the plan of care

Mandated reporters who have reasonable cause to suspect a child in care is being abused or maltreated will take the following actions:

- 1) Immediately make or cause to be made an oral report to the **mandated reporter hotline (1-800-635-1522)**.
- 2) File a written report using Form **LDSS-2221A, Report of Suspected Child Abuse or Maltreatment** to the local Child Protection Services (CPS) within 48 hours of making an oral report.
- 3) After making the initial report, the reporting staff person must immediately notify the director or licensee of the center that the report was made.
- 4) The program must immediately notify the office upon learning of a serious incident, involving a child which occurred while the child was in care at the program or was being transported by the program.
- 5) Additional procedures (if any):

Explain here: We have a notebook in the office by the Blue Cards labeled, "Child Abuse and Neglect Guidelines, Policy, Procedures. and Forms". This can be used to guide staff through the requirements for reporting as a mandated reporter.

Specific, objective observations are dated , signed, and filed in "Classroom Health Information Book or on the back of Attendance/Health Check form. After report is made and contacts completed. the final report will be filed in child's file

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#### **Section 4: Staff Health Policies**

The program will operate in compliance with all medical statement requirements as listed in 418-1.11(b).

Any staff person or volunteer with signs and symptoms of illness that match the exclusion criteria for children listed in this health care plan will not care for children.

#### **Section 5: Infection Control Procedures**

The program will use the procedures in the attached appendices to reduce the risk of infection or attach an alternate for each area (**check all that apply; at least one MUST be selected for each category**):

- Hand washing
 



☒ Appendix B
 ☐ Other (attach)
- Diapering
 

☒ Appendix C
 ☐ Other (attach)
- Safety precautions related to blood and bodily fluids
 

☒ Appendix D
 ☐ Other (attach)
- Cleaning, disinfecting, and sanitizing of equipment and toys
 

☒ Appendix E
 ☐ Other (attach)
- Gloving
 

☒ Appendix F
 ☐ Other (attach)

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**Section 6: Emergency Procedures**

If a child experiences a medical emergency, the program will obtain emergency medical treatment without delay by calling 911.

The director and all teachers must have knowledge of and access to children's medical records and all emergency information.

911 and the poison control telephone numbers must be conspicuously posted on or next to the program's telephone.

The program may use the following form to record emergency contact information for each child (**check one; at least one MUST be selected**):

- ☒ OCFS form: *Day Care Enrollment, OCFS-LDSS-0792* (Blue Card)  
☐ Other: *(please attach form developed by the program)*

The program will keep current emergency contact information for each child in the following easily accessible location(s): (**check all that apply; at least one MUST be selected**):

- ☐ The emergency bag  
☒ On file  
☒ Other:

Explain here: Blue Cards are kept in the office on top of the file cabinet for easy access. Copies of the Blue Cards are kept in each classroom's Sign in/Sign-out Book

In the event of a medical emergency, the program will follow (**check one; at least one MUST be selected**):

- ☒ *Medical Emergency (Appendix G)*  
☐ Other: *(Attach)*

Additional emergency procedures *(if needed)*:

Explain here:

**Section 7: First Aid Kit**

First aid kits will be kept out of reach of children and restocked when items are used. The program will have at least one first aid kit.

The program's first aid kit(s) will be stored in the following area(s) in the program:  
*(It is recommended that a kit be taken on all trips off the program site and that a kit be kept in the emergency bag for use in the event of an emergency evacuation.)*

Explain here: A first aid kit is stored in the office drawer and in a portable backpack on upper shelf by office door

The following are recommended items that a first aid kit should contain, but is not limited to:

- Disposable gloves, preferably vinyl
- Sterile gauze pads of various sizes
- Bandage tape
- Roller gauze
- Cold pack

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List any additional items (*or substitutions for the recommended items listed above*) that will be stored in the first aid kit: bandaids

Staff will check the first aid kit contents and replace any expired, worn, or damaged items:  
(**check all that apply**)

- ☐ After each use  
☒ Monthly  
☐ Other:

Explain here:

The program will (**check all that apply**):

- ☐ Keep the following non-child-specific, over-the-counter topical ointments, lotions, creams, and sprays in the first aid kit: (*Programs must have parental permission to apply before using.*)

Explain here:

- ☐ Keep the following non-child-specific, over-the-counter medication in the first aid kit:  
*(Programs that plan to store over-the-counter medication given by any route other than topical **must** be approved to administer medication and have all appropriate permissions as required by regulation before administering the medication to a child.)*

Explain here:

- ☐ Keep non child specific epinephrine auto-injector medication (e.g., EpiPen®, AUVI-Q) in the first aid kit:  
*(Programs must be approved to stock epinephrine auto-injectors and have a staff on site who has successfully completed the Office approved training as required by regulation before storing and administering the medication to a child).*

Explain here:

- ☐ Keep the following types of child-specific medication (e.g., EpiPen®, asthma inhalers) in the first aid kit: (*Programs **must** be approved to administer medication, with the exception of epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and have all appropriate permissions as required by regulation, before storing and administering the medication to a child.*)

Explain here:

The program must check frequently to ensure these items have not expired.

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**Section 8: Program Decision on the Administration of Medication**

The program has made the following decision regarding the administration of medication (check all that apply; at least one **MUST** be selected):

- ☒ The program **WILL** administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent. **\*(Complete Sections 9-12, 22)**
- ☒ The program **WILL** administer epinephrine patient-specific auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers. **\*(Complete Sections 9-12, 22)**
- ☐ The program **WILL** administer stock non-patient-specific epinephrine auto-injectors. **(Complete Section 16, Appendix J.)**

☒ The program **WILL** administer medications that require the program to have this health care plan approved by a health care consultant as described in **Sections 13 and 14**. **\*(Complete Sections 9 and 13-22)**

**If the program will not administer medication** (other than over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent and/or epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers), explain how the needs of the child will be met if the child is taking medication that requires administration during program hours.

Explain here: see below

**\*Parent/Relative Administration**

A person who is a relative, at least 18 years of age (*with the exception of the child's parents*), who is within the third degree of consanguinity of the parents or step parents of the child, even if the person is an employee or volunteer of the program, may administer medication to the child - they are related to while the child is attending the program, even though the program is not approved to administer medication.

A relative within the third degree of consanguinity of the parents or step parents of the child includes: the grandparents of the child; the great-grandparents of the child; the great-great-grandparents of the child; the aunts and uncles of the child, including the spouses of the aunts and uncles; the great-aunts and great-uncles of the child, including the spouses of the great-aunts and great-uncles; the siblings of the child; and the first cousins of the child, including the spouses of the first cousins.

If medication is given to a child by a parent or a relative within the third degree of consanguinity of the parents or stepparents of the child during program hours, the dose and time of medication administration must be documented and may be documented in the following manner (**check one; at least one MUST be selected**):

- ☒ OCFS form: *Log of Medication Administration*, **OCFS-LDSS-7004**
- ☐ Other: *(please attach form developed by the program)*

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**Section 9: Programs that WILL Administer Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays, Including Sunscreen Products and Topically Applied Insect Repellent, and/or Epinephrine Auto-injectors, Diphenhydramine in Combination with the Epinephrine Auto-injector, Asthma Inhalers and Nebulizers.**

**Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays Including Sunscreen Products and Topically Applied Insect Repellent (TO/S/R)**

The program will have parent permission to apply any TO/S/R.

Any over the counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R.

All over the counter TO/S/R will be kept in its original container. All child specific TO/S/R will be labeled with the child's first and last names.

TO/S/R will be kept in a clean area that is inaccessible to children.

Explain where these will be stored: Over-the -counter diaper creams, lotions, and creams are kept with diapers and wipes for each individual child. Sunscreen is kept in the sunscreen labeled bin.

All are out of reach of children.

All leftover or expired TO/S/R will be given back to the child's parent for disposal. TO/S/R not picked up by the parent may be disposed of in a garbage container that is not accessible to children.

All over the counter TO/S/R applied to a child during program hours will be documented and maintained in the following way **(check all that apply; at least one MUST be selected)**:

- ☒ OCFS form *Log of Medication Administration*, **OCFS-LDSS-7004**
- ☐ On a child-specific log (*please attach form developed by the program*)
- ☒ Other: Sunscreen checklist developed by Center and Over-the counter Administration Log developed by the Center Both are kept in the classroom and filed when form is filled.

Explain here:

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All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will **(check all that apply)**:

- ☒ Apply over the counter TO/S/R, which parents supply for their child.
- ☐ Keep a supply of stock over the counter TO/S/R to be available for use on children whose parents have given consent. These include the following:

Explain here:

Parent permission will be obtained before any non-child specific over the counter TO/S/R will be applied. Parents will be made aware that the TO/S/R being applied is not child-specific and may be used by multiple children.

The program will adhere to the following infection control guidelines whenever using non child-specific TO/S/R:

- Hands will be washed before and after applying the TO/S/R.
- Care will be taken to remove the TO/S/R from the bottle or tube without touching the dispenser.
- An adequate amount of TO/S/R will be obtained so it is not necessary to get more once the staff has started to apply the TO/S/R *(if additional TO/S/R must be dispensed after applying it to a child's skin, hands will be washed before touching the dispenser)*.
- Gloves will be worn when needed.
- TO/S/R that may be contaminated will be discarded in a safe manner.

It is the program's obligation to protect the children in care from injury. Part of this obligation includes the application of TO/S/R according to parent permission.

Describe the program's procedure for protecting children in the absence of parental permission to apply TO/S/R, such as sunscreen or insect repellent:

Explain here:

1. Explore with parent why they are not giving permission & the importance of the OTC topicals; 2. Request the parent supply a hat & if possible protective clothing; 3. Keep the child in a shaded area when outside and limit outdoor exposures during the highest risk times (10a-2p) ; 4. Have the child with supervision assess their exposed skin for insect bites, sunburn and rashes upon return indoors. 5. Keep the diaper area dry, change diapers frequently as needed.

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### **Patient-Specific Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers and Nebulizers.**

Staff **NOT** authorized to administer medications may administer emergency care through the use of patient-specific epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written *Individual Health Care Plan for a Child with Special Health Care Needs*, **OCFS-LDSS-7006** must be submitted to meet this requirement. (See **Section 2: Children with Special Health Care Needs.**)
- Form **OCFS-6029**, *Individual Allergy and Anaphylaxis Emergency Plan* for children with a known allergy, and the information on the child's **OCFS-LDSS-0792**, *Day Care Enrollment* (Blue Card).
- An order from the child's health care provider to administer the emergency medication including a prescription for the medication. The *OCFS Medication Consent Form (Child Day Care Program)*, **OCFS-LDSS-7002** may be used to meet this requirement.
- Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider. The *OCFS Medication Consent Form (Child Day Care Program)*, **OCFS-LDSS-7002** may be used to meet the requirement.
- Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional or a health care consultant.

Additionally:

- Staff who have been instructed on the use of the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be present during all hours the child with the potential emergency condition is in care and must be listed on the child's Individual Health Care Plan.
- The staff administering the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be at least 18-years old, unless the administrant is the parent of the child.
- Staff must immediately contact 911 after administering epinephrine.
- If an inhaler or nebulizer for asthma is administered, staff must call 911 if the child's breathing does not return to normal after its use.
- Storage, documentation of administration of medication and labeling of the epinephrine auto-injector, asthma inhaler and asthma nebulizer must be in compliance with all appropriate regulations.

Explain where these will be stored: in the top cabinet drawer labeled "meds" in the main office, inaccessible to children.

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### School-Age Children Exemptions for Carrying and Administering Medication

When a program has agreed to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or a patient-specific epinephrine auto-injector for anaphylaxis, a school-age child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider or licensed prescriber, and written parental consent, and completes an Individual Health Care Plan for the child.

The Individual Health Care Plan, parental consent and health care provider or licensed prescriber consent documenting permission for a school-age child to carry an inhaler or patient-specific epinephrine auto-injector must be maintained on file by the program.

**Sections 10-12** must be completed ONLY if the program plans to administer over the counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent and/or patient specific epinephrine auto injector, diphenhydramine in combination with the patient specific epinephrine auto injector, asthma inhalers and nebulizers, and NOT administer any other medication.

### Section 10: Confidentiality Statement

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program can be given to the social services district upon request if the child receives 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.

### Section 11: Americans with Disabilities Act (ADA) Statement

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.


### Section 12: Licensee Statement



It is the program's responsibility to follow the health care plan and all day care regulations.

OCFS must review and approve the health care plan as part of the licensing process. OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.

The program's health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to the parents upon request.

The program's anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.

Day Care Program's Name (please print): Asbury Day Care Center		License #: 00039695	
Authorized Signature: 	Authorized Name (please print): Ellen Donovan		Date: 12/28 22

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**Only complete Sections 13-22 if the program will administer medication.**

### **Section 13: For Programs that WILL Administer Medication**

The program will administer prescription and non-prescription medication by all routes covered in the Medication Administration Training (MAT) course (*oral, topical, eye, ear, and inhaled medications, medicated patches, and epinephrine via a patient-specific epinephrine auto-injector device*).

The program will administer medication in accordance with the OCFS child day care regulations. Only a staff person who has completed the appropriate training or has appropriate licensure and is listed as a medication administrant in this health care plan will be permitted to administer medication in the program, with the exception of over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent, and/or emergency medications— *patient-specific epinephrine auto-injectors, diphenhydramine when prescribed in combination with the epinephrine auto-injector, asthma inhalers and nebulizers.*

### **Section 14: Authorized Staff to Administer Medication**

**Appendix H** (following the instructions in **Section 14** must be completed if the program plans to administer medication).

Any individual listed in **Appendix H** as a medication administrant is approved to administer medication using the following routes: topical, oral, inhaled, eye and ear, medicated patches and using a patient-specific epinephrine auto-injector device.

**If a child in the program requires medication rectally, vaginally, by injection or by another route not listed above, the program will only administer such medication in accordance with the child care regulations.**

Any individual listed in **Appendix H**, as trained to administer non-child specific, stock epinephrine auto-injector can only dispense this medication if they meet the additional training requirements outlined in **Appendix J**.

**To be approved to administer medication, other than over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent, all individuals listed in the health care plan must be at least 18-years of age and have a valid:**

- Medication Administration Training (MAT) certificate.
- Cardiopulmonary Resuscitation (CPR) certificate, which covers all ages of children the program is approved to care for as listed on the program's license.
- First aid certificate that covers all ages of children the program is approved to care for as listed on the program's license.

**—OR—**

- Exemption from the training requirements as per regulation.

The individual(s) listed in the health care plan as medication administrant(s) may only administer medication when the medication labels, inserts, instructions, and all related materials are written in the language(s) in which the medication administrant(s) is literate.

All medication administrant(s) will match the "Five Rights" (child, medication, route, dose, and time) in accordance with regulations and best practice standards whenever administering medication.

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**Section 15: Forms and Documentation Related to Medication Administration**

All medication consents and medication logs will be kept in the following location:

- ☒ Child's file  
☒ Medication logbook  
☐ Other:

Explain here:

Medication consent form (**check all that apply; at least one MUST be selected**):

- ☒ The program will accept permission and instructions to administer medication. The OCFS form *Medication Consent Form (Child Day Care Program)*, **OCFS-LDSS-7002** may be used to meet this requirement.  
☒ Permission and instructions NOT received on the OCFS form will be accepted on a health care provider's document on the condition that the required medication-related information is complete.  
☐ Other: *(please attach form developed by the program)*

Medication consent forms for ongoing medication must be renewed as required by regulation. How often will you review written medication permissions and instructions to verify they are current and have not expired?

Explain here: monthly

All medication administered to a child during program hours will be documented.

The program uses the following form to document the administration of medication during program hours (**check one; at least one MUST be selected**):

- ☒ OCFS form *Log of Medication Administration*, **OCFS-LDSS-7004**  
☐ Other *(please attach form developed by the program)*

All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will document whenever medication is not given as scheduled. The date, time, and reason for this will be documented. Parents will be notified immediately. If the failure to give medication as scheduled is a medication error, the program will follow all policies and procedures related to medication errors. (**See Section 17: Medication Errors.**)

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**Verbal Permissions and Instructions**

The program's policy regarding the acceptance of verbal permission and instructions when a parent is not able to provide the program with written permission and instructions is as follows (**check one; at least one MUST be selected**):

- ☒ The program **WILL NOT** accept verbal permission or instructions. All permission and instructions must be received in writing.
- ☐ The program **WILL** accept verbal permission from the parent and verbal instructions from the health care provider only to the extent permitted by OCFS regulation. *(Only those individuals approved in the health care plan to administer medication will accept verbal permission and instructions for all medication except over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent.)*

If the program **WILL** accept verbal permissions and verbal instructions, the program will document the verbal permission and instructions received and the administration of the medication. The following form may be used to meet this requirement (**check one; at least one MUST be selected**):

- ☐ OCFS form *Verbal Medication Consent Form and Log of Administration*, **OCFS-LDSS-7003**
- ☐ Other: *(please attach form developed by the program)*

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## **Section 16: Stocking, Handling, Storing and Disposing of Medication**

All child-specific 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 in accordance with OCFS regulations before it will be accepted from the parent.

Non-child-specific, over-the-counter medication (**check one; at least one MUST be selected**):

- ☒ **Will not** be stocked at the program.
- ☐ **Will** be stocked at the program. (*The procedure for stocking this medication must comply with regulation.*)

Non-child-specific epinephrine auto-injector medication (**check one; at least one MUST be selected.**)

- ☒ Will not be stocked at the program
- ☐ Will be stocked at the program (the procedure for stocking this medication must comply with regulation)

All medication will be kept in its original labeled container.

Medication must be kept in a clean area that is inaccessible to children. Explain where medication will be stored. Note any medications, such as epinephrine auto-injectors or asthma inhalers, that may be stored in a different area.

Explain here:

All medications (except those needing refrigeration) are kept in the office file drawer labeled "Meds"

Medication requiring refrigeration will be stored (**check all that apply; at least one MUST be selected**):

- ☐ In a medication-only refrigerator located: \_\_\_\_\_
- ☒ In a food refrigerator in a separate leak-proof container that is inaccessible to children.

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**Controlled Substances**

All medications with a pharmacy label identifying the contents as a controlled substance are regulated by the federal Drug Enforcement Agency. These medications will be: **(check all that apply; at least one MUST be selected)**:

- ☐ Stored in a locked area with limited access.
- ☒ Counted when receiving a prescription bottle from a parent or guardian.
- ☒ Counted each day if more than one person has access to the area where they are stored.
- ☒ Counted before being given back to the parent for disposal.
- ☐ Other:

Explain here:

Explain where controlled substances will be stored and who will have access to these medications:

Explain here: Controlled substances are kept in a locked file drawer in the office separate from other medications. Only medication administrators have access.

**Expired Medication**

The program will check for expired medication **(check one; at least one MUST be selected)**:

- ☐ Weekly
- ☒ Monthly
- ☐ Other:

Explain here:

**Medication Disposal**

All leftover or expired medication will be given back to the child's parent for disposal. Medication not picked up by the parent may be disposed of in a safe manner. Stock medication will be disposed of in a safe manner. Stock epinephrine auto-injector devices will be disposed of as outlined in **Appendix J**.

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## **Section 17: Medication Errors: COMPLETE THIS SECTION IF THE PROGRAM WILL ADMINISTER ANY MEDICATION**

The parent must be notified immediately and OCFS must be notified within 24-hours of any medication administration errors. Notification to OCFS must be reported on form **OCFS-LDSS-7005, Medication Error Report** provided by OCFS or on an approved equivalent. The program will maintain confidentiality of all children involved.

When any medication error occurs, the program:

- May encourage the child's parent to contact the child's health care provider when the error occurs.
- Will notify OCFS as soon as possible, but no later than 24-hours of any medication error.
- Will complete the OCFS form *Medication Error Report*, **OCFS-LDSS-7005** or approved equivalent, to report all medication errors that occur in the program. If more than one child is involved in the error, the program will complete the *Medication Error Report Form*, **OCFS-LDSS-7005** for each child involved.

In addition, the program will notify these additional people (e.g., the program's Health Care Consultant). If no additional notifications, put NA in this section.

List here: the program's health care consultant @ 585-654-4720

## **Section 18: Health Care Consultant Information and Statement**

**Section 18 must be completed by the Health Care Consultant (HCC) if the program will administer any medication and/or for programs offering care to infants and toddlers or moderately ill children.**

HCC Information:

Name of HCC ( <b>Please print clearly</b> ): Chris Meagher RN, BSN		
Profession: (An HCC must have a valid NYS license to practice as a physician, physician assistant, nurse practitioner or registered nurse.) <b>Check all that apply; at least one MUST be selected:</b>	<input type="checkbox"/> Physician	License number: Exp. Date: / /
	<input type="checkbox"/> Physician Assistant	License number: Exp. Date: / /
	<input type="checkbox"/> Nurse Practitioner	License number: Exp. Date: / /
	<input checked="" type="checkbox"/> Registered Nurse	License number: 370954 Exp. Date: 2 / 28 / 2024

As the program's Health Care Consultant, I will:

- Review and approve the program's health care plan. My approval of the health care plan indicates that the policies and procedures described herein are safe and appropriate for the care of the categories of children in the program.
- Notify the program if I revoke my approval of the health care plan. If I choose to do so, I may also notify the New York State Office of Children and Family Services (OCFS) of this revocation at **1-800-732-5207** (or, in New York City, I may contact the local borough office for that program) or send written notification to OCFS.
- Notify the program immediately if I am unable to continue as the HCC of record.

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In addition, as the program's Health Care Consultant, I will:

- Verify that all staff authorized to administer medication have the necessary professional credentials or have successfully completed all required trainings as per the NYS OCFS day care regulations (*MAT, age-appropriate CPR and first aid training, emergency medication, Epinephrine Auto-Injector*).

Other:

Explain here: The Health Care Consultant is available for unlimited phone and email technical assistance for health, infection control, special health care needs, or medication concerns affecting the program, children, or staff. The Health Care Consultant Participant Agreement is renewed every year providing for a yearly visit to the program. The program's Health Care Consultant visits the program to review the children's health information and medication forms to assess completeness in accordance with OCFS regulations.

### Health Care Consultant Review of Health Care Plan

For programs offering administration of medication, the program's Health Care Consultant (HCC) must visit the program at least once a year. For programs offering care to infants and toddlers or moderately ill children that are not otherwise administering medication, the program's HCC must visit the program at least once every two years. This visit will include:

- A review of the health care policies and procedures.
- A review of documentation and practice.
- An evaluation of the program's ongoing compliance with the Health Care Plan (HCP) and policies.

HCP review date	HCC Signature
/ /	
/ /	
/ /	
/ /	

I approve this Health Care Plan as written as of the date indicated below my signature:

Health Care Consultant Signature: <i>Chris Meagher RN, BSN</i>
Health Care Consultant Name ( <i>please print</i> ): Chris Meagher RN, BSN
Date: 9/28/22

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## **Section 19: Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program will be given to the social services district upon request if the child receives 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.

## **Section 20: Americans with Disabilities Act (ADA) Statement for Programs**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

## **Section 21: Licensee Statement**

It is the program's responsibility to follow the health care plan and all day care regulations.

The program's health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.

The program's anaphylaxis policy will be reviewed annually, and parents will be notified of it at admission and annually after that.

As provided for in Section 18, the program will have a Health Care Consultant (HCC) of record who will review and approve the policies and procedures described in this health care plan as appropriate for providing safe care for children. The HCC will have a valid NYS license to practice as a physician, physician assistant, nurse practitioner or registered nurse.

The program will notify the HCC and OCFS of all new staff approved to administer medication and have the health care consultant review and approve their certificates before the individual is allowed to administer medication to any child in day care.

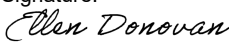
The program will notify OCFS immediately if the health care plan is revoked for any reason by the Health Care Consultant.

A program authorized to administer medication, which has had the authorization to administer medication revoked, or otherwise loses the ability to administer medication, must advise the parent of every child in care before the next day the program operates that the program no longer has the ability to administer medication.

The Health Care Consultant and OCFS must review and approve the health care plan as part of the licensing process. The program must document in **Appendix I** and notify OCFS of any change in the HCC of record. If the HCC terminates their relationship with the program, the program must notify OCFS and will have 60-days to obtain a new HCC. The new HCC must also review and approve the Health Care Plan. If the program does not obtain approval of the Health Care Plan by the new HCC within 60-days, the program will no longer be able to administer medication.

The HCC and OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes, including additions or changes to individuals listed in the health care plan as medication administrant(s). The program will notify the HCC and OCFS to changes in medication administrant credentials and the termination of medication administrant(s) at the program including MAT, emergency medications and stock epinephrine auto-injectors.

Once the Health Care Consultant and OCFS approve the health care plan, the program will notify parents of the health care plan.

Day Care Program's Name ( <i>please print</i> ): Asbury Day Care Center		License #: 39695
Authorized Signature: 	Authorized Name ( <i>please print</i> ): Ellen P. Donovan	Date: 12/28/22



**Section 22: Training**

All child day care personnel must be trained in the program's Health Care Plan and policies including a training program for child day care personnel in screening and identification of children with allergies, how to prevent, recognize and respond to food and other allergic reactions and anaphylaxis, strategies to reduce risk of exposure to allergic triggers, how the program will handle anaphylaxis episodes.

Staff/volunteers will be trained in the following method(s) (**check all that apply; at least one MUST be selected**):

- ☒ Orientation upon hire  
☐ Staff meetings  
☒ Scheduled professional development.

Communication plan for intake and dissemination of information among staff and volunteers regarding children with food or other allergies (including risk reduction) will include (**check all that apply; at least one MUST be selected**):

- ☒ Posting in program  
☐ Staff meetings  
☒ Other

Explain here: Verbal communication to staff when child enters the program and when child moves up to a new class.

The program will routinely monitor to ensure new staff/volunteers are receiving the training outlined above in the following manner (**check all that apply; at least one MUST be selected**):

- ☒ File review  
☐ Staff meetings  
☐ Other

Explain here:

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**Appendix A:****Instructions for Doing a Daily Health Check**

A daily health check occurs when the child arrives at the program and whenever a change in the child's behavior and/or appearance is noted. The child must be awake so an accurate assessment can be done. Check the following while at the child's level so you can interact with the child when talking with the parent:

1. Child's behavior: is it typical or atypical for time of day and circumstances?
2. Child's appearance:
  - Skin: pale, flushed, rash (*Feel the child's skin by touching affectionately.*)
  - Eyes, nose, and mouth: note color; are they dry or is there discharge? Is child rubbing eye, nose, or mouth?
  - Hair (*In a lice outbreak, look for nits within ¼" of the scalp.*)
  - Breathing: normal or different; cough
3. Check with the parent:
  - How did the child seem to feel or act at home?
  - Sleeping normally?
  - Eating/drinking normally? When was the last time child ate or drank?
  - Any unusual events?
  - Bowels and urine normal? When was the last time child used toilet or was changed?
  - Has the child received any medication or treatment?
4. Any evidence of illness or injury since the child was last participating in child care?
5. Any indications of suspected child abuse or maltreatment?

Document that the daily health check has been completed. **LDSS-4443**, *Child Care Attendance Sheet* may be used to meet this requirement.

Any signs of illness, communicable disease, injury and/or suspected abuse and maltreatment found will be documented and kept on file for each child in accordance with **Section 3: Daily Health Checks**.

## **Appendix B:**

### **Hand Washing**

Staff and volunteers must thoroughly wash their hands with soap and running water:

- At the beginning of each day.
- Before and after the administration of medications.
- When they are dirty.
- After toileting or assisting children with toileting.
- After changing a diaper.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

Staff and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water:

- When they are dirty.
- After toileting.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

All staff, volunteers and children will wash their hands using the following steps:

- 1) Moisten hands with water and apply liquid soap.
- 2) Rub hands with soap and water for at least 30 seconds – remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry.
- 3) Rinse hands well under running water with fingers down so water flows from wrist to fingertips.
- 4) Leave the water running.
- 5) Dry hands with a disposable paper towel or approved drying device.
- 6) Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door.
- 7) Discard the towel in an appropriate receptacle.
- 8) Apply hand lotion, if needed.

When soap and running water is not available and hands are visibly soiled, individual wipes may be used in combination with hand sanitizer. The use of hand sanitizers on children under the age of 2-years is prohibited.

## **Appendix C:**

### **Diapering**

Diapering will be done only in the selected diapering area. Food handling is not permitted in diapering areas.

Surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears, and crevices. All containers of skin creams and cleaning items are labeled appropriately and stored off the diapering surface and out of reach of children.

Diapers will be changed using the following steps:

- 1) Collect all supplies but keep everything off the diapering surface except the items you will use during the diapering process. ~~Prepare a sheet of non-absorbent paper that will cover the diaper changing surface from the child's chest to the child's feet.~~ Bring a fresh diaper, as many wipes as needed for this diaper change, non-porous gloves, and a plastic bag for any soiled clothes.
- 2) Wash hands and put on gloves. Avoid contact with soiled items. Items that come in contact with items soiled with stool or urine will have to be cleaned and sanitized. Carry the baby to the changing table, keeping soiled clothing from touching the staff member's or volunteer's clothing. Bag soiled clothes and, later, securely tie the plastic bag to send the clothes home.
- 3) Unfasten the diaper but leave the soiled diaper under the child. Hold the child's feet to raise the child out of the soiled diaper and use disposable wipes to clean the diaper area. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper. Note and later report any skin problems.
- 4) Remove the soiled diaper. Fold the diaper over and secure it with the tabs. Put it into a lined, covered, or lidded can and then into an outdoor receptacle or one out of reach of children. If reusable diapers are being used, put the diaper into the plastic-lined covered or lidded can for those diapers or in a separate plastic bag to be sent home for laundering. Do not rinse or handle the contents of the diaper.
- 5) Check for spills under the baby. If there is visible soil, remove any large amount with a wipe, ~~then fold the disposable paper over on itself from the end under the child's feet so that a clean paper surface is now under the child.~~
- 6) Remove your gloves and put them directly into the covered or lidded can.
- 7) Slide a clean diaper under the baby. If skin products are used, put on gloves, and apply product. Dispose of gloves properly. Fasten the diaper.
- 8) Dress the baby before removing him/her from the diapering surface.
- 9) Clean the baby's hands, using soap and water at a sink if you can. If the child is too heavy to hold for hand washing and cannot stand at the sink, use disposable wipes or soap and water with disposable paper towels to clean the child's hands. Take the child back to the child care area.
- 10) Clean and disinfect the diapering area:
  - ~~Dispose of the table liner into the covered or lidded can.~~
  - Clean any visible soil from the changing table.
  - Spray or wipe the table so the entire surface is wet with an Environmental Protection Agency (EPA)-registered product, following label directions for disinfecting diapering surfaces.
  - Leave the product on the surface for time required on the label, then wipe the surface or allow it to air dry.
- 11) Wash hands thoroughly.

*CM* 1/03/23

**Appendix D:****Safety Precautions Related to Blood**

All staff will follow standard precautions when handling blood or blood-contaminated body fluids.

These are:

- a) Disposable gloves must be immediately available and worn whenever there is a possibility for contact with blood or blood-contaminated body fluids.
- b) Staff are to be careful not to get any of the blood or blood-contaminated body fluids in their eyes, nose, mouth, or any open sores.
- c) Clean and disinfect any surfaces, such as countertops and floors, onto which blood has been spilled.
- d) Discard blood-contaminated material and gloves in a plastic bag that has been securely sealed. Clothes contaminated with blood must be returned to the parent at the end of the day.
- e) Wash hands using the proper hand washing procedures.

**In an emergency, a child's well-being takes priority. A bleeding child will not be denied care even if gloves are not immediately available.**

## **Appendix E:**

### **Cleaning, Sanitizing and Disinfecting**

**Equipment, toys, and objects used or touched by children will be cleaned and sanitized or disinfected, as follows:**

1. Equipment that is frequently used or touched by children daily must be cleaned and then sanitized or disinfected, using an EPA-registered product, when soiled and at least once weekly.
2. Carpets contaminated with blood or bodily fluids must be spot cleaned.
3. Diapering surfaces must be disinfected after each use, with an EPA-registered product following labels direction for disinfecting diapering surfaces.
4. Countertops, tables, and food preparation surfaces (*including cutting boards*) must be cleaned and sanitized before and after food preparation and eating.
5. Potty chairs must be emptied and rinsed *after each use* and cleaned and then sanitized or disinfected *daily* with a disinfectant with an EPA-registered product following label direction for that purpose. If more than one child in the program uses the potty chair, the chair must be emptied, rinsed, cleaned, and sanitized or disinfected with an EPA-registered product *after each use*. Potty chairs must not be washed out in a hand washing sink, unless that sink is cleaned, then disinfected after such use.
6. Toilet facilities must always be kept clean, and must be supplied with toilet paper, soap and towels accessible to the children.
7. All rooms, equipment, surfaces, supplies and furnishings accessible to children must be cleaned and then sanitized or disinfected, using an EPA-registered product following labels direction for that purpose, as needed to protect the health of children.
8. Thermometers and toys mouthed by children must be washed and disinfected using an EPA-registered product following labels direction for that purpose before use by another child.

#### **Sanitizing and Disinfecting Solutions**

Unscented chlorine bleach is the most commonly used sanitizing and disinfecting agent because it is affordable and easy to get. The State Sanitary Code measures sanitizing or disinfecting solution in “parts per million,” but programs can make the correct strength sanitizing or disinfecting solution (*without having to buy special equipment*) by reading the label on the bleach container and using common household measurements.

##### **Read the Label**

Sodium hypochlorite is the active ingredient in chlorine bleach. Different brands of bleach may have different amounts of this ingredient: *the measurements shown in this appendix are for bleach containing 6 percent to 8.25 percent sodium hypochlorite*. The only way to know how much sodium hypochlorite is in the bleach is by reading the label. Always read the bleach bottle to determine its concentration before buying it. If the concentration is not listed, you should not buy that product.

##### **Use Common Household Measurements**

Using bleach that contains 6 percent to 8.25 percent sodium hypochlorite, programs need to make two standard recommended bleach solutions for spraying nonporous or hard surfaces and a separate solution for soaking toys that have been mouthed by children. Each spray bottle should be labeled with its respective mixture and purpose. Keep it out of children’s reach. The measurements for each type of sanitizing or disinfecting solution are specified on the next page.

**SPRAY BLEACH SOLUTION #1 (for food contact surfaces)**

Staff will use the following procedures for cleaning and sanitizing nonporous hard surfaces such as tables, countertops, and highchair trays:

1. Wash the surface with soap and water.
2. Rinse until clear.
3. Spray the surface with a solution of **½ teaspoon of bleach to 1 quart of water** until it glistens.
4. Let sit for two minutes.
5. Wipe with a paper towel or let air-dry.

**SPRAY BLEACH SOLUTION #2 (for diapering surfaces or surfaces that have been contaminated by blood or bodily fluids)**

Staff will use the following procedures for cleaning and disinfecting diapering surfaces or surfaces that have been contaminated by blood or bodily fluids:

1. Put on gloves.
2. Wash the surface with soap and water.
3. Rinse in running water until the water runs clear.
4. Spray the surface with a solution of **1 tablespoon of bleach to 1 quart of water** until it glistens.
5. Let sit for two minutes.
6. Wipe with a paper towel or let air-dry.
7. Dispose of contaminated cleaning supplies in a plastic bag and secure.
8. Remove gloves and dispose of them in a plastic-lined receptacle.
9. Wash hands thoroughly with soap under running water.

**SOAKING BLEACH SOLUTION (for sanitizing toys that have been mouthed)**

Staff will use the following procedure to clean and sanitize toys that have been mouthed by children:

1. Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard-to-reach places.
2. Rinse in running water until water runs clear.
3. Place toys in soaking solution of **1 teaspoon of bleach to 1 gallon of water**.
4. Soak for five minutes.
5. Rinse with cool water.
6. Let toys air-dry.

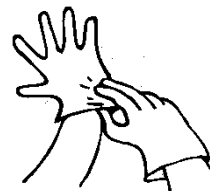
When sanitizing or disinfecting equipment, toys and solid surfaces, the program will use **(check all that apply; at least one MUST be selected)**:

- ☒ EPA-registered product approved for sanitizing and disinfecting, following manufacturer instructions for mixing and application
- ☒ Bleach solution made fresh each day
  - Spray solution #1: **½ teaspoon of bleach to 1 quart of water.**
  - Spray solution #2: **1 tablespoon of bleach to 1 quart of water.**
  - Soaking solution: **1 teaspoon of bleach to 1 gallon of water.**

**Appendix F:****Gloving****DONNING**

1. Wash hands.

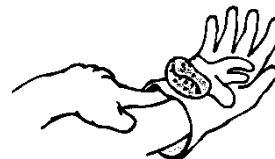
2. Put on a clean pair of gloves. Do not reuse gloves.

**REMOVAL and DISPOSAL**

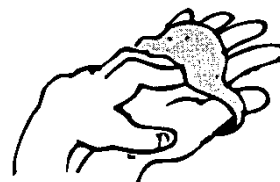
1. Remove the first glove by pulling at the palm and stripping the glove off. The entire outside surface of the gloves is considered dirty. Have dirty surfaces touch dirty surfaces only.



2. Ball up the first glove in the palm of the other gloved hand.



3. Use the non-gloved hand to strip the other glove off. Insert a finger underneath the glove at the wrist and push the glove up and over the glove in the palm. The inside surface of your glove and your ungloved hand are considered clean. Be careful to touch clean surfaces to clean surfaces only. *Do not touch the outside of the glove with your ungloved hand.*



4. Drop the dirty gloves into a plastic-lined trash receptacle.



5. Wash hands.

**Glove use does not replace hand washing. Staff must always wash their hands after removing and disposing of medical gloves.**



## **Appendix G:**

### **Medical Emergency**

- Remain calm. Reassure the child (victim) and the other children at the scene.
- If the area is unsafe, move to a safe location.
- Follow first aid and/or CPR protocols.
- Call for emergency medical services/911. Give all the important information slowly and clearly. To make sure that you have given all the necessary information, wait for the other party to hang up first. If an accidental poisoning is suspected, contact the **National Poison Control Hotline** at **1-800-222-1222** for help.
- Follow instructions given by the emergency operator.
- Send emergency contact information and permission to obtain emergency care when the child is transported for emergency care.
- Notify parent of the emergency as soon as possible. If the parent can't be reached, notify the child's emergency contact person.
- After the needs of the child and all others in care have been met, immediately notify OCFS if the emergency involved death, serious incident, serious injury, serious condition, communicable illness (*as identified on the New York State Department of Health list [DOH-389] accessible at [https://health.ny.gov/forms/instructions/doh-389\\_instructions.pdf](https://health.ny.gov/forms/instructions/doh-389_instructions.pdf)*) or transportation to a hospital, of a child that occurred while the child was in care at the program or was being transported by a caregiver.

## Appendix H: Trained Adminstrant

License number: 39695	If this form is submitted to OCFS separate from the health care plan, indicate date of submission:    /    /
--------------------------	---

A copy of this form can be sent separately to OCFS if the program's health care plan has already been approved and the only change to the plan is the addition or removal of a medication adminstrant or an update to information for a current medication adminstrant. With any medication adminstrant addition, removal or change, program's health care consultant and OCFS must be notified.

All staff listed as Medication Adminstrant(s) (MAT) must have first aid and CPR certificates that cover the ages of the children in care. Documentation of age-appropriate first aid and CPR certificates will be kept on site and is available upon request. Use the chart below to identify staff trained to administer emergency patient-specific medications, and non-patient-specific and/or patient-specific prescribed medications. ***\*EMAO patient-specific, Stock non-patient-specific.***

Name: <b>Ellen Donovan</b>	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <b><i>*Patient-specific</i></b>	Stock Date Epinephrine Auto-injector <b><i>*Non-patient-specific</i></b>
Original	Add	9/25/25	3/05/24	3/05/24	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:	CM	Date: 12/22/22				

Name: <b>Sue Rosa</b>	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <b><i>*Patient-specific</i></b>	Stock Date Epinephrine Auto-injector <b><i>*Non-patient-specific</i></b>
Original	Add	3/07/23	2/17/24	2/17/24	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:	CM	Date: 12/22/22				

Name:	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <b><i>*Patient-specific</i></b>	Stock Date Epinephrine Auto-injector <b><i>*Non-patient-specific</i></b>
Original	Add	/ /	/ /	/ /	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:		Date:    /    /				

Name:	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <i>*Patient-specific</i>	Stock Date Epinephrine Auto-injector <i>*Non-patient- specific</i>
Original	Add	/ /	/ /	/ /	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:		Date: / /				

Name:	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <i>*Patient-specific</i>	Stock Date Epinephrine Auto-injector <i>*Non-patient- specific</i>
Original	Add	/ /	/ /	/ /	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:		Date: / /				

Name:	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <i>*Patient-specific</i>	Stock Date Epinephrine Auto-injector <i>*Non-patient- specific</i>
Original	Add	/ /	/ /	/ /	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:		Date: / /				

Name:	A=Add R=Remove C=Change	MAT Exp date	CPR Exp date	First Aid Exp date	EMAO Date (Emergency Medication Administration Overview) <i>*Patient-specific</i>	Stock Date Epinephrine Auto-injector <i>*Non-patient- specific</i>
Original	Add	/ /	/ /	/ /	/ /	/ /
Language						
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
Renewal		/ /	/ /	/ /	/ /	/ /
HCC Initials:		Date: / /				

The following individual(s) has a professional license or certificate that exempts him/her from the training requirements to administer medication. Copies of the individual(s)' credentials are attached and will be sent to OCFS.

<b>Name:</b>		<b>License/Certificate (check one):</b> <input type="checkbox"/> EMT-CC <input type="checkbox"/> EMT-I <input type="checkbox"/> EMT-P <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> NP <input type="checkbox"/> PA <input type="checkbox"/> MD <input type="checkbox"/> DO			
	<b>A=Add R=Remove C=Change</b>	<b>License Exp date</b>	<b>CPR Exp date</b>	<b>HCC Initials</b>	<b>Date</b>
Original	Add				
Language		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /

<b>Name:</b>		<b>License/Certificate (check one):</b> <input type="checkbox"/> EMT-CC <input type="checkbox"/> EMT-I <input type="checkbox"/> EMT-P <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> NP <input type="checkbox"/> PA <input type="checkbox"/> MD <input type="checkbox"/> DO			
	<b>A=Add R=Remove C=Change</b>	<b>License Exp date</b>	<b>CPR Exp date</b>	<b>HCC Initials</b>	<b>Date</b>
Original	Add				
Language		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /

<b>Name:</b>		<b>License/Certificate (check one):</b> <input type="checkbox"/> EMT-CC <input type="checkbox"/> EMT-I <input type="checkbox"/> EMT-P <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> NP <input type="checkbox"/> PA <input type="checkbox"/> MD <input type="checkbox"/> DO			
	<b>A=Add R=Remove C=Change</b>	<b>License Exp date</b>	<b>CPR Exp date</b>	<b>HCC Initials</b>	<b>Date</b>
Original	Add				
Language		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /

<b>Name:</b>		<b>License/Certificate (check one):</b> <input type="checkbox"/> EMT-CC <input type="checkbox"/> EMT-I <input type="checkbox"/> EMT-P <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> NP <input type="checkbox"/> PA <input type="checkbox"/> MD <input type="checkbox"/> DO			
	<b>A=Add R=Remove C=Change</b>	<b>License Exp date</b>	<b>CPR Exp date</b>	<b>HCC Initials</b>	<b>Date</b>
Original	Add				
Language		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /
Renewal		/ /	/ /		/ /

# Appendix I

[illegible]

**Appendix J:****Administration of Non-Patient-Specific Epinephrine Auto-injector device**

- ☐ The program will purchase, acquire, possess, and use non-patient-specific epinephrine auto-injector devices for emergency treatment of a person appearing to experience anaphylactic symptoms.

**The program agrees to the following:**

- The program will designate one or more employee(s) or caregiver(s) who have completed the required training to be responsible for the storage, maintenance, control, and general oversight of the non-patient-specific epinephrine auto-injector devices acquired by the program. The designated employee(s) or caregiver(s) may not use a non-patient-specific epinephrine auto-injector device on behalf of the program until he or she has successfully completed a training course in the use of epinephrine auto-injector devices conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or by an entity, or individual approved by DOH, or is directed in a specific instance to use an epinephrine auto-injector device by a health care practitioner who is authorized to administer drugs and who is acting within the scope of his or her practice. The required training must include: (i) how to recognize signs and symptoms of severe allergic reactions, including anaphylaxis; (ii) recommended dosage for adults and children; (iii) standards and procedures for the storage and administration of epinephrine auto-injector devices; and (iv) emergency follow-up procedures.
- Verification that each designated employee or caregiver has successfully completed the required training will be kept on-site and available to OCFS or its representatives.
- Each designated employee or caregiver will be recorded on ***Appendix H*** and updated as needed.
- The program will obtain a non-patient-specific prescription for an epinephrine auto-injector device from a health care practitioner or pharmacist who is authorized to prescribe an epinephrine auto-injector device.
- The program will obtain the following epinephrine auto-injector devices (check all that apply):
  - ☐ Infants and Toddlers (generally up to age 3) = 0.1mg dose (16.5lbs to 33lbs)
  - ☐ Child (generally ages 3yrs - 8yrs) = 0.15mg dose (33lbs to 66lbs)
  - ☐ Older Child/Adult (generally persons over 8yrs of age) = 0.30mg dose (over 66lbs)
- For children weighing less than 16.5 lbs., the program will **NOT** administer epinephrine auto-injector and will call 911.
- The program will check the expiration dates of the epinephrine auto-injector devices and dispose of units before each expires. How often will the program check the expiration date of these units?
  - ☐ Every three-months
  - ☐ Every six-months
  - ☐ Other:

- Specify name and title of staff responsible for inspection of units:
- The program will dispose of expired epinephrine auto-injectors at:
  - ☐ A licensed pharmacy, health care facility or a health care practitioner's office.
  - ☐ Other:
- The program understands that it must store the epinephrine auto-injector device in accordance with all the following:
  - In its protective plastic carrying tube in which it was supplied (original container)
  - In a place that is easily accessed in an emergency
  - In a place inaccessible to children
  - At room temperature between 68° and 77° degrees
  - Out of direct sunlight
  - In a clean area
  - Store separately from child-specific medication
- Specify location where devices will be kept:
- Stock medication labels must have the following information on the label or in the package insert:
  - Name of the medication
  - Reasons for use
  - Directions for use, including route of administration
  - Dosage instructions
  - Possible side effects and/or adverse reactions, warnings, or conditions under which it is inadvisable to administer the medication, and expiration date
- The program will call 911 immediately and request an ambulance after the designated employee or caregiver administers the epinephrine auto-injector device.
- A *Log of Medication Administration*, **OCFS-LDSS-7004** will be completed after the administration of the epinephrine auto-injector device to any day care child.
- If an epinephrine auto-injector device is administered to a child experiencing anaphylaxis, the program will report the incident immediately to the parent of the child and OCFS (Regional or Borough office). The following information should be reported:
  - Name of the epinephrine auto-injector device
  - Location of the incident
  - Date and time epinephrine auto-injector device was administered
  - Name, age, and gender of the child (to OCFS only)
  - Number and dose of the epinephrine auto-injector administered
  - Name of ambulance service transporting child
  - Name of the hospital to which child was transported

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

Facility ID Number: \_\_\_\_\_

Director or Provider Name (Print): Ellen Donovan

Director or Provider Signature: Ellen Donovan

Date: 12/28 /22

Once completed, keep this form on-site as part of the health care plan, share with any health care consultant associated with the program and send a signed copy to your [Regional Office/Borough Office](#) licensor or registrar.

# Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Child's name: \_\_\_\_\_ Date of plan: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Weight: \_\_\_\_\_kg

Child has allergy to \_\_\_\_\_

- Child has asthma. ☐ Yes ☐ No (If yes, higher chance severe reaction)  
Child has had anaphylaxis. ☐ Yes ☐ No  
Child may carry medicine. ☐ Yes ☐ No  
Child may give him/herself medicine. ☐ Yes ☐ No (If child refuses/is unable to self-treat, an adult must give medicine)

Attach  
child's  
photo

## IMPORTANT REMINDER

**Anaphylaxis is a potentially life-threatening, severe allergic reaction. If in doubt, give epinephrine.**

### For Severe Allergy and Anaphylaxis What to look for



If child has ANY of these severe symptoms after eating the food or having a sting, **give epinephrine**.

- Shortness of breath, wheezing, or coughing
- Skin color is pale or has a bluish color
- Weak pulse
- Fainting or dizziness
- Tight or hoarse throat
- Trouble breathing or swallowing
- Swelling of lips or tongue that bother breathing
- Vomiting or diarrhea (if severe or combined with other symptoms)
- Many hives or redness over body
- Feeling of "doom," confusion, altered consciousness, or agitation

☐ **SPECIAL SITUATION:** If this box is checked, child has an extremely severe allergy to an insect sting or the following food(s): \_\_\_\_\_. Even if child has MILD symptoms after a sting or eating these foods, **give epinephrine**.

### Give epinephrine! What to do

1. Inject epinephrine right away! Note time when epinephrine was given.
2. Call 911.
  - Ask for ambulance with epinephrine.
  - Tell rescue squad when epinephrine was given.
3. Stay with child and:
  - Call parents and child's doctor.
  - Give a second dose of epinephrine, if symptoms get worse, continue, or do not get better in 5 minutes.
  - Keep child lying on back. If the child vomits or has trouble breathing, keep child lying on his or her side.
4. Give other medicine, if prescribed. Do not use other medicine in place of epinephrine.
  - Antihistamine
  - Inhaler/bronchodilator

### For Mild Allergic Reaction What to look for



If child has had any mild symptoms, **monitor child**.

Symptoms may include:

- Itchy nose, sneezing, itchy mouth
- A few hives
- Mild stomach nausea or discomfort

### Monitor child What to do

Stay with child and:

- Watch child closely.
- Give antihistamine (if prescribed).
- Call parents and child's doctor.
- If more than 1 symptom or symptoms of severe allergy/anaphylaxis develop, use epinephrine. (See "For Severe Allergy and Anaphylaxis.")

## Medicines/Doses

Epinephrine, intramuscular (list type): \_\_\_\_\_ Dose: ☐ 0.10 mg (7.5 kg to less than 13 kg)\*

☐ 0.15 mg (13 kg to less than 25 kg)

☐ 0.30 mg (25 kg or more)

Antihistamine, by mouth (type and dose): \_\_\_\_\_ (\*Use 0.15 mg, if 0.10 mg is not available)

Other (for example, inhaler/bronchodilator if child has asthma): \_\_\_\_\_

Parent/Guardian Authorization Signature

Date

Physician/HCP Authorization Signature

Date



# Allergy and Anaphylaxis Emergency Plan

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN®



Child's name: \_\_\_\_\_ Date of plan: \_\_\_\_\_

## Additional Instructions:

## Contacts

Call 911 / Rescue squad: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

## Other Emergency Contacts

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### ***Sunscreen Checklist*** (*Sunscreen permission on file in classroom*)

**Group: Willow**

**Month:** \_\_\_\_\_, 2021

[illegible] $\sqrt{=}$ Applied

Applied By: add signatures here when initialed above:

A=Absent

[illegible]

## Special Health Care Plan for a Child with Asthma

Working in collaboration with the child's parent and Health Care Provider, the following health care plan was developed to meet the needs of:

Child's name:	Child's date of birth:
Name of child's Health Care Provider:	<input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Nurse Practitioner

Describe the special health care needs of this child and the plan of care as identified by the parent and child's health care provider. This should include information completed on the Medical Statement.

Medications at home:
Medications at day care:
Emergency Plan:

### Information specific to this child's asthma:

**Known Triggers** for this child's asthma (circle all that apply):

colds	mold	exercise	tree pollen
dust (dust mites)	strong odors	grass	flowers
excitement	weather changes	animal dander	smoke
foods (specify):			
other (specify):			

**Activities** for which this child has needed special attention in the past (circle all that apply):

#### **Outdoors**

field trip to see animals  
running hard  
gardening  
jumping in leaves  
outdoors on cold/windy days (recent only)  
playing in freshly cut grass  
other (specify):

#### **Indoors**

kerosene/wood stove heated rooms  
painting or renovations  
art projects with chalk, glues, painting  
pet care  
pesticide application  
sitting on carpets  
other (specify):

**Signs & Symptoms** this child displays during an asthma episode (circle all that apply):

fatigue	face red, pale or swollen	grunting
breathing faster	wheezing	restlessness
dark circles under eyes	sucking in chest/neck	agitation
persistent coughing	complaints of chest pain/tightness	
gray/blue lips or fingernails	difficulty playing, eating, drinking, talking	
other (specify):		

Child's name:

**Staff to care for child and staff training:**

Identify the program staff that will care for this child with asthma:

Staff name:	Credentials or professional license information*

Describe any additional training, procedures, or competencies that the staff identified will need to carry out the health care plan as identified by the parent or health care provider. This should include information from the Medical Statement or information shared post enrollment. In addition, describe how this additional training and competency will be achieved including who will provide this training.


**Signature of Authorized Program Representative**

I understand that it is my responsibility to follow the above plan and all health and infection control day care regulations related to the modality of care I provide. This plan was developed in close collaboration with the child's parent and the child's health care provider. I understand that it is my responsibility to see that those staff identified to provide all treatments and administer medication to the child listed in the specialized health care plan have a valid MAT certificate, CPR, and First Aid certifications or have a license that exempts them from training and have received any additional training needed and have demonstrated competency to administer such treatment and medication in accordance with the plan identified.

Provider/Facility name:	Facility ID number:	Facility telephone number:
Authorized child care provider name (please print):		Date:
Authorized child care provider signature:		
Parent/Guardian name (please print):		Date:
Parent/Guardian signature:		

## Care Plan for Child with Special Health Needs

-To be completed by Health Care Provider

Child's Full Name		Today's Date		
Parent's/Guardian's Name		Date of Birth		
Primary Health Care Provider		Telephone Number		
Specialty Provider		Telephone Number		
Specialty Provider		Telephone Number		
Diagnosis(es)				
Allergies				
Routine Care				
Medication to be Given at Child Care	Schedule/Dose (When and How Much)	Route (How?)	Reason Prescribed	Possible Side Effects
List medications given at home:				
Needed Accommodations				
<p>Describe any needed accommodation(s) the child needs in daily activities and why:</p> <p>Diet or Feeding:</p> <p>Naptime/Sleeping:</p> <p>Toileting:</p> <p>Outdoor or Field Trips:</p> <p>Transportation:</p> <p>Other:</p> <p>Additional Comments:</p>				
Special Equipment/ Medical Supplies				
1.				
2.				
3.				

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Allergic to: \_\_\_\_\_

 Weight: \_\_\_\_\_ lbs. Asthma: ☐ **Yes (higher risk for a severe reaction)** ☐ **No**

**PLACE  
PICTURE  
HERE**

**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.**

**Extremely reactive to the following allergens:** \_\_\_\_\_

**THEREFORE:**

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:  
**SEVERE SYMPTOMS**



**LUNG**

Shortness of breath, wheezing, repetitive cough



**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness



**THROAT**

Tight or hoarse throat, trouble breathing or swallowing



**MOUTH**

Significant swelling of the tongue or lips



**SKIN**

Many hives over body, widespread redness



**GUT**

Repetitive vomiting, severe diarrhea



**OTHER**

Feeling something bad is about to happen, anxiety, confusion

**OR A  
COMBINATION**  
of symptoms  
from different  
body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
  - Consider giving additional medications following epinephrine:
    - » Antihistamine
    - » Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

## MILD SYMPTOMS



**NOSE**

Itchy or runny nose, sneezing



**MOUTH**

Itchy mouth



**SKIN**

A few hives, mild itch



**GUT**

Mild nausea or discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE  
SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM  
AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

## MEDICATIONS/DOSES

Epinephrine Brand or Generic: \_\_\_\_\_

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

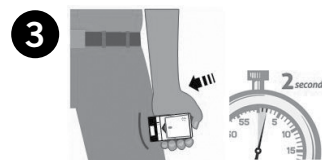
Antihistamine Brand or Generic: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (e.g., inhaler-bronchodilator if wheezing): \_\_\_\_\_

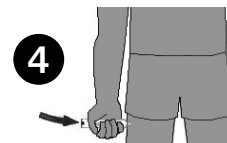
## HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



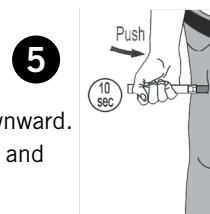
## HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
3. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
4. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



## HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALCLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



## HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



## HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI by finger grips only and slowly insert the needle into the thigh. SYMJEPI can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



## ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

## OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

### EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

### OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME/RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_



<https://www.op.nysed.gov/verification-search?licenseNumber=370954&professionCode=022#:~:text=MEAGHER%20CHRISTINE%20A,370954%26professionCode%3D022>

MEAGHER CHRISTINE A

LICENSEE INFOENFORCEMENT ACTIONS

**Address**

SPENCERPORT NY

**Profession**

Registered Professional Nursing (022)

**License Number**

370954

**Date of Licensure**

September 24, 1984

**Additional Qualifications**

None

**Status**

Registered

**Registered through Date**

February 29, 2024



January 3, 2023 10:15 AM (ET)

<https://www.op.nysed.gov/verification-search?licenseNumber=370954&professionCode=022>

## Individualized Health Care Plan for a Child with Seizure Disorder

Working in collaboration with the child's parent and Health Care Provider, the following health care plan was developed to meet the needs of:

Child's name:	Child's date of birth:
Name of child's Health Care Provider:	<input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Nurse Practitioner

Describe the special health care needs of this child and the plan of care as identified by the parent and child's health care provider. This should include information completed on the Medical Statement.

Medications at home:
Medications at child care:
Describe a typical seizure:
Action to be taken during and after seizure:

### Information specific to this child's seizure disorder:

**Known Triggers** for this child's seizures (circle all that apply):

flashing lights	lack of sleep	illness/fever
excitement/stress	lack of food	caffeine
foods (specify):		
other (specify):		

**Warning Signs** this child displays when a seizure might happen (circle all that apply):

jerking arm, leg, or body	daydreaming episodes	falling
feeling spacey, confused	unusual smell/taste	headaches
losing bowel/bladder control	forgetfulness/memory lapses	sleepiness
other (specify):		

### Seizure First Aid:

- Keep calm: provide reassurance, remove bystanders
- Keep airway clear: turn on side, nothing in mouth
- Keep safe: Remove objects, do not restrain
- Document: Note time, observe/record what happens
- Stay with child until recovered
- Other:

### Call 911 for:

- Generalized seizure longer than 5 minutes
- Emergency medications don't work
- Two or more seizures without recovering between
- Injury occurs or seizure occurs in water
- Other:

### Call parent/guardian for:

- All above
- Other:

Child's name:
---------------

**Staff to care for child and staff training:**

Identify the program staff that will care for this child with seizure disorder:

Staff name:	Credentials or professional license information*

Describe any additional training, procedures, or competencies that the staff identified will need to carry out the health care plan as identified by the parent or health care provider. This should include information from the Medical Statement or information shared post enrollment. In addition, describe how this additional training and competency will be achieved including who will provide this training.

Seizure specific resources: Diastat: <a href="http://www.diastat.com">http://www.diastat.com</a>
Videos: <a href="http://www.publichealthtools.com">www.publichealthtools.com</a>

**Signature of Authorized Program Representative**

I understand that it is my responsibility to follow the above plan and all health and infection control day care regulations related to the modality of care I provide. This plan was developed in close collaboration with the child's parent and the child's health care provider. I understand that it is my responsibility to see that those staff identified to provide all treatments and administer medication to the child listed in the specialized health care plan have a valid MAT certificate, CPR, and First Aid certifications or have a license that exempts them from training and have received any additional training needed and have demonstrated competency to administer such treatment and medication in accordance with the plan identified.

Provider/Facility name:	Facility ID number:	Facility telephone number:
Authorized child care provider name (please print):		Date:
Authorized child care provider signature:		
Parent/Guardian name (please print):		Date:
Parent/Guardian signature:		