

EMERGENCY & ROUTINE MEDICATION STORAGE

Per Colorado State Licensing Regulations (12 CCR 2509-8) the licensed program's policy for storage and access to routine and emergency medications is as follows

Storage of Prescription or Over the Counter Medications:

- All medications, except those defined as emergency medications below, will be kept in a locked area inaccessible to children, but available to staff trained in administering medication.
- Antihistamines included on a severe allergy care plan may be stored with the epinephrine per the determination of the center's CCHC.
- If refrigeration is required, the medication will be stored in either a separate refrigerator or a leak proof container in a designated area of a food storage refrigerator, separate from food and inaccessible to children.
- Controlled medications will be counted and stored in a locked area. Access to these medications will be limited.

Medication Labeling:

- Medications must be kept in the original labeled bottle or container. Prescription medications must contain the original pharmacy label.
- Over-the-counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

Emergency Medication is Defined as:

- Severe Allergy & Anaphylaxis kits which may include epinephrine, *antihistamine and/or a metered dose rescue inhaler (albuterol)
- Metered dose inhalers (albuterol) for acute asthma attacks per child's asthma care plan.
- *Rectal diastat or nasal midazolam
- Glucagon

Storage of Emergency Medications in the Classroom:

- Emergency medications must be stored in accordance with the Child Care Health Consultant's recommendation. Emergency medications are not required to be stored in a locked area. Emergency medications may be stored in an area easily accessible and identifiable to staff but out of reach of children. When away from the classroom, staff must carry emergency medications in a bag on their person.
- *Antihistamine may be stored in the classroom along with the emergency epinephrine if included on the Severe Allergy & Anaphylaxis Care Plan.
- *Exception to the above is rectal diastat or nasal midazolam which are classified as controlled substances. They are required to be stored securely such as a locked cabinet, safety sack, or lock box, in the classroom or in the director's office inaccessible to children.

Emergency Medications Outside of the Classroom:

- Emergency medications will travel with the child when participating in activities outside the classroom.
- At no time will medications be transported by a child of preschool age.
- Transportation of medications shall be in a fanny pack, backpack or safety sack carried by, and remaining with, assigned program personnel at all times (regulation 7.702.52, C. #10, page 63).
- Upon return to the child's classroom, medications will be immediately returned to the designated storage area.

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Staff Medication Training:

- Training/delegation for use of routine medications and emergency medications will be provided by our CCHC.
- A medication trained/delegated staff will be available for the child at all times.

Health Care Plan and Medication Administration form:

- Children requiring the use of emergency medications will have a current health care plan completed and signed by the child's health care provider as well as the parent/guardian.
- Children requiring routine medications either prescription or over the counter must have a Medication Administration form completed and signed by the child's health care provider as well as the parent/guardian.
- The health care plan or medication administration form must include specific instructions for staff including the name of the medication, dosage, frequency, reason for medication, beginning dates and ending date.
- Medications may not be administered if the health care plan, medication administration form or medication have expired.
- It will be the responsibility of the parent/guardian to keep the health care plan and medications up-to-date.

Summer Camps, Field Trips and Overnights:

- Storage: When away from the classroom, staff must carry emergency medications in a bag on their person. Discuss with the CCHC medication storage that is secure and temperature appropriate.
- Administration of medications: Discuss with your CCHC the safest process for administering routine or emergency medications.
- Create a "hand off" plan for the transfer of medications and associated documents from their usual storage place to portable storage.
- Create a "hand off" plan for the return of medications and associated documents from portable storage to their usual storage location.
- Ensure a delegated staff member attends field trips, Summer Camps and Overnights.
- Copies of emergency contact information and the child/student's medical forms should be carried.
- Emergency contact methods such as a cell phone must be available.
- Assign a "Keeper" of the meds who is responsible for proper storage and supervision.

Additional Information Specific to this Program:

Child Care Health Consultant Signature and Date:

Director Signature and Date:
