Plan of Operation: Incidental Medical Services

The staff of LVPPP has medical knowledge limited to basic First Aid, as learned in state required First Aid course, therefore:

- Incidental medical services shall include, but not be limited to:
    - Basic wound/injury care – cleaning, bandaging, applying ice (as needed), etc.
    - Asthma – administering or assisting student with use of inhaler or nebulizer
    - Allergic reactions – administering of Benadryl (or the like), or Epi-Pen, as needed

- Parental and medical authorization for such services shall be kept in student files along with record of any such incidents.
- Basic first aid supplies shall be kept in a clearly marked location in each classroom, as well as the school office. Cold packs are to be kept in school freezer. Medication or needed devices shall be kept in the school office with the exception of Epi-Pens. Epi-Pens shall be kept in the student's classroom, in a clearly marked, child-proof location.
- Parents will be responsible for a written action plan in the event of an asthma attack or allergic reaction. This action plan shall include directions and dosage amounts for medication and when to administer it. Parents will provide training to the director, classroom teacher, and/or staff on any devices needed to administer such medication, such as a nebulizer or Epi-Pen. They will also be responsible for informing the director, classroom teacher, and/or staff of indicators when their child may need to have medication/service administered.
- A minimum of two staff members shall be present when administering doctor prescribed medication, unless it is an emergency situation.
- 911 shall be called in the event of administration of an Epi-Pen.
- When off campus for special events, such as field trips, a first aid kit shall be kept in the classroom's emergency backpack. Attending/chaperoning parent will be responsible for any necessary medication or medical equipment for their child.
- Proper safety precautions shall be followed when caring for sick or injured students. Gloves shall be used during any procedure that involves potential exposure to blood or body fluids. Proper hand hygiene shall be performed before and after such procedures, as well. Used gloves and instruments shall be properly disposed in approved containers.
- In the event of a natural disaster or other event requiring relocation of students to another facility, the director and/or office manager will ensure that medications or medical devices are transported with the children. The medication will be placed in the child's classroom's emergency backpack.

- Parents will be informed of any incidental medical service occurrences by note or phone call, depending on the severity of the incidence. A copy of the note will also be placed in the student's file.
- A report shall be made to the Department of Social Services per Section 101226, Regulation Interpretations and Procedures for Health Related Services for serious incidents.