


Centennial Infant and Child Centre

CATEGORY:	Policies and Procedures	DATE:	November 2016
SUBJECT:	Medication, Emergency Plans, Allergies, Special Dietary and Feeding		
APPROVED BY:	Barb Hannah, Executive Director		
UPDATED:			

Medication

If a child requires medication while at CICC, the parent/guardian and child's physician will complete a CICC "**Consent to Administer Medication**" form. Medication must be provided in its original packaging, with a pharmacy label identifying expiration date and specific instructions regarding dosage etc. If medication is administered while at CICC it will be documented using an "**Administer Medication Schedule**". This schedule will be posted in the child's classroom. CICC staff will take all reasonable precautions in the storage, maintenance and administration of medication.

If the administration of prescribed medication requires medical knowledge, individual training to staff is provided.

In the event of an emergency and children are evacuated to CICC's evacuation site, medication will be carried by classroom staff or centre manager.

We can administer the following medications:

- EpiPen
- seizure medication (you will be required to provide 2 bottles with prescription labels, 1 for child's classroom, 1 for the gym)
- prescribed medications, as needed

All unused or expired medication are to be returned to parents/guardians.


Managing Children's Health Emergency Plans

If a child has an identified health condition that may require emergency attention, a plan will be developed prior to the child's start date. This plan will be developed with collaboration between parents and CICC staff. Training by parent or medical professional will be requested by Centre Manager if needed. Health conditions may include Seizure Disorder; Asthma; Diabetes; Allergies etc.

Families provide information on the child's health, medications, allergies, their doctor's name, address and phone number, emergency contact names and phone numbers. Family will review and sign off on emergency plan developed by centre staff. Emergency plans will be posted in all rooms the child uses at the school. A copy of this emergency will be placed in the child's Individual Program Plan binder.

Allergy, Food Restrictions and Medical/Health Postings

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Ensure that allergy, food restrictions and medical /health issue lists include the names of children and their respective allergy, restriction or health issue i.e. seizure

Allergy Lists must be posted:

- in kitchen
- in each classroom, story room and gym
- on attendance clip boards carried by classroom teachers

Emergency plans are posted in each room the child uses as well as in their IPP in the classroom and a copy in their client file.

Special Dietary and Feeding Arrangements

Parents who choose to provide snack for their child must provide this intent in writing to the school and must adhere to any current food restrictions in the preschool (i.e. food allergy's). A discussion may also be necessary to ensure staff have specific instructions regarding the meal. These instructions will be included in the child's file and noted on the Allergy, Food Restrictions and Medical/ Health Postings. Food/drink must be provided in a cooler with an icepack to keep food from spoiling and bag and containers must be labelled with the child's name.

In the event of an emergency and children are evacuated to CICC's evacuation site, food brought in by parents related to medical diets such as ketogenic diets will be carried by classroom staff or centre manager.