



## Keystone Montessori Preschool Whittier

7056 Washington Ave, Whittier CA 90602

Tel: [562.303.7273](tel:562.303.7273) / Fax: (714) 644-8233

Email: [info@keystonemontessoripreschool.com](mailto:info@keystonemontessoripreschool.com)

[www.keystonemontessoripreschool.com](http://www.keystonemontessoripreschool.com)

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Dear Keystone Parents:

Due to changes in state requirements for the administration of medication by non-medical personnel, we have adopted the following policies and procedures. We appreciate your prompt attention and compliance with the policies of Keystone.

Please note the following 3 categories of medication and the various requirements for each type of medication or medical service to be administered by the non-medical staff of Keystone.

### 1. **OVER THE COUNTER MEDICATIONS**

(including but not limited to homeopathic remedies, pain relievers, antihistamines, cough drops, etc.)

\* At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (LIC9221).

\* Medication will only be administered according to the instructions on the product's label.

\* Pain relief medications left on file for the year will require parental consent via personal contact each time they will be administered.

\* Product expiration dates will be strictly adhered to.

\* Any medication not picked up within 7 days of the administration termination date will be properly disposed of by Keystone Staff.

\* Only adults will be allowed to drop off or pick up medication.

### 2. **PRESCRIPTION MEDICATION**

(Including but not limited to antibiotics, inhalers, or other daily prescriptions, etc. which contain specific dosing instructions per the physician's orders on the label.)

\* At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser if needed, AND the required consent form (LIC9221).

\* Medication will only be administered according to the physician's orders indicated on the original pharmacy label.

\* Any physician order which indicates administration of medication "as needed" will require an Incidental Medical Service Plan.

\* Product expiration dates will be strictly adhered to.

\* Only adults will be allowed to drop off or pick up medication.



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### 3. INCIDENTAL MEDICAL SERVICES AND MEDICATIONS –

#### **Nebulizers, Epi Pens, inhalers labeled use as needed.**

- \* At no time will any medication be dispensed without the original packaging, a labeled liquid measurement dispenser or other medical supplies if needed, AND the required consent forms (LIC9221, LIC9166 for nebulizers).
- \* Medication will only be administered according to the physician's orders.
- \* Product expiration dates will be strictly adhered to.
- \* Any medication not picked up within 7 days of the administration termination date will be properly disposed of by Keystone staff.
- \* Only adults will be allowed to drop off or pick up medication.
- \* An Anaphylaxis Emergency Action Plan must be filled out by the child's doctor and parent for Epi Pens and Epi Pen Jr.



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### Incidental Medical Services Plan

In accordance with Health and Safety (California Code of Regulations, Title 22, Sections 101214, 101215, 101216, 101218, 101218.1, 101219, 101226, and 101226.3).

#### **Keystone agrees to provide Incidental Medical Services (IMS) to its students for the following conditions.**

- Administering inhaled medications
- EpiPen Jr. and EpiPen
- Prescribed and over the counter medications
- Application of sunscreen (afternoon only). Parents should apply before dropping their child off in the morning.

All medications (i.e. prescription medications, over the counter medications, lotions/ointments, chap stick, cough drops, etc.) will be stored in a locked cupboard either in the preschool student's classroom or in the school office.

**Parents will complete an IMS instruction form prior to the first service given.** All medications must be administered in accordance with the pharmacy or manufactures label. **Staff administering approved IMS will be trained either by the student's parent or professional medical personnel prior to administering any IMS.** Safety precautions will be taken (i.e. using gloves, a sharps container, etc.). All necessary disposal equipment will be provided by the student's parent. An IMS log will be used to record any services given to a student and will include the date, time, and administering staff's signature.

- All medication for children with an IMS Plan will be transported for field trips or any school evacuation to ensure the safety of the child. A field trip form must be signed by the parent prior to the field trip.
- All prescription medication must be in the original containers from the pharmacy. All over the counter medication's must be in the original manufactures container. Homeopathic ointments must be in a sealed container and a list of ingredients must be kept with the ointment.

I have read and understand the IMS policy for Keystone Montessori Preschool. By signing below I agree to follow stated policy.

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

Date \_\_\_\_\_