

Emergency Medication Policy

#1 Policy: Storage and Access to Emergency Medications

Emergency medications: must be stored in accordance with the CCHC/SN recommendation are not required to be stored in a locked area. These medications MUST be IMMEDIATELY available to trained personnel while the children/students are present in the program or school.

- Must be stored in an area easily accessible and identifiable to staff but out of reach of children.
- Should be in the classroom or remarkably close by where trained staff can always get to them.
- The center will clearly label the cupboard or First Aid pack to say Emergency Meds Inside.
- Emergency meds will be kept at room temperature and out of direct sunlight.
- If away from the classroom, staff must carry emergency medications in a bag on their person.

#2 Policy: How to handle medications while on field trips

Field Trip process for handling medication:

- Bring medications and health plans/logs and place in portable storage bag.
- Keep meds in a temperature-controlled storage place.
- Have hand hygiene supplies available.
- Ensure a med delegated staff member is on the field trip.
- Bring child's emergency contact information.
- Ensure you have a cell phone or radio to call for help.

School _____

Director _____

Director Signature _____ date _____

Nurse Consultant Bryan C. Maki, RN, CCHC

Nurse Signature *B. Maki, RN* date _____