



Emergency Childcare Parent Handbook

Enrollment of Children

The Emergency Childcare Program is for **children with parents that are Essential employees as outlined by Governor Lamont's Executive Order**. To register for this program, the parent must speak with the Assistant Director of School Age Care. Parents are first asked to look to trusted friends, neighbors, or family members to care for their child. If a parent does not have any of these sources, they may enroll their child into the program.

This program will run Monday through Friday from 7:30am-4:30pm.

Enhanced Health Checks

The program will follow OEC licensing regulations. Children with medication (prescription/over the counter) must be brought in by the parent in the original bottle and given to staff accompanied by a medication order. Staff cannot give the first dose of any medication. Staff will monitor children for signs of illness and children that become ill will be placed in a designated space away from other children. Staff will be diligent with cleaning and sanitizing procedures. **In addition, the following practices will be in place:**

Parent Drop Off & Pickup

- Parents will sign their child in at the top step of the front entrance and staff will escort them to the childcare area. Parents will not be allowed into the building.
- We ask that only one parent come up the stairs at a time to allow for social distancing.
- Before any child is signed into the program, staff will take the child's temperature and look for any obvious signs of sickness. Parents should be prepared to answer the following questions before being allowed to sign your child in as well:
 - Has your child or anyone in the household been tested for COVID 19 within the last 14 days?
 - Has your child had any symptoms of a respiratory infection (e.g. cough, sore throat, fever or shortness of breath), within the last 72 hours (3 days)?
 - Has the child taken any fever reducing medication within the last 12 hours?
 - Has the child been recently on an airplane?
- If all questions above are answered no, then staff will bring child into program for a temperature check. Temperature checks will also be given at designated times throughout the day for all staff and children in the program.

Handwashing Procedures

- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:
 - Before coming in contact with any child;
 - Before and after eating;
 - After sneezing, coughing or nose blowing;
 - After using the rest room;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated; and
 - After using any shared equipment like toys, computer keyboards, mouse.

If soap and water are not available, use an alcohol based sanitizer. Adults should always supervise use of alcohol-based sanitizers. Likewise, all handwashing activities will be supervised by adults to verify that children are properly washing their hands for twenty seconds.

All staff must cover coughs and sneezes with tissues or the corner of the elbow. All staff must also encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be dispensed immediately after use.

Emergency Plans

Illness / Exclusion Policy

Children should be excluded from childcare if they exhibit one or more of the following symptoms:

- Fever greater than 100 degrees or has had one during the **previous 72 hours**
- Undiagnosed rash
- Vomiting
- Diarrhea
- Serious pain
- Green or yellow discharge from eyes
- Severe nasal congestion and a cough that interferes with daily activities
- Other obvious signs of communicable illness such as head lice, chicken pox, conjunctivitis (pink eye) etc.

If a child becomes ill while at the center, he or she will be provided with a comfortable place to rest. The parent and emergency contacts will be contacted and asked to pick up their child as soon as possible.

COVID-19 Precautions

If a child presents with symptoms of COVID-19 while at the program (e.g. cough, sore throat, fever, or shortness of breath), the parent should consult with the child's medical provider. The medical provider will need to put in writing if the symptoms are related to another illness, such as strep throat or ear infection. In that case, the child would be allowed to return **72 hours after diagnosis. If the doctor is not able to provide this documentation or the parent chooses not to get medical attention, then the child and other household members will not be able to return to the program for 14 days and they will need to self-quarantine.**

If a child or family member is diagnosed with COVID-19, this MUST be reported to staff immediately.

If a child has an illness, accident, injury, or procedure that requires them to be treated in an emergency department or to be admitted into a hospital the YMCA requires a doctor's note and clearance before the child can return to our program. The doctor's note should include the date the child is allowed to return to our care and any limitations the child has due to their illness/injury (if applicable).

Medical Emergency

In the case of a medical emergency, youth will be transported to Middlesex Hospital via ambulance. If the situation is not a life or death emergency a parent or guardian will be notified prior to transporting the child. In a life or death situation, 911 will be called and as soon as possible a parent or guardian will be contacted by phone. In a non-emergency, the parent or guardian can choose to transport the child him/herself.

The Program Staff will follow the ambulance to the hospital and remain with the child until a parent or guardian arrives.

If staff are concerned about the condition of an ill child, and parents cannot be reached the family physician will be called.

All injuries will be reported in writing to the parent or guardian. All head injuries will be considered potentially serious and parents will be notified as soon as possible.

In the case of other non-life threatening personal emergencies, such as a child having a toileting emergency, a family issue, or emotional or mental health issue, staff will immediately address the issue. In the event that a toileting issue arises, staff will follow appropriate supervision guidelines and take the child to the rest room and verbally prompt them to clean themselves. In the event of a family, emotional or mental health issue, staff will move the child to a designated area where the child can be made comfortable and staff will speak with the child and try to deescalate the situation. Parents will be notified at pick up or by phone.

Administration of Medication

Parents are responsible for providing staff with the following if their child need to have medication administered on site:

1. A completed Administration of Medication form signed by a physician and parent. Forms can be obtained from any staff member.
2. Medication must be delivered to a staff member in the original child resistant container labeled with the child's name, the name of medication and directions for the administration of the medication.
3. Non-prescription medications such as sunscreen and other ointments must be accompanied by written permission forms in order to be applied by staff.
4. Staff cannot administer the first dose of any medication.

The center will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non-prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available at the center.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed child care centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

Parents are responsible for bringing all medications in their original child resistant safety container and clearly labeled with their child's name, name of prescription, date of prescription, and directions for use. Except for non-prescription medications, premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the RCSA. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed. Staff will attach a Medication Administration Record to the Medication Authorization orders.

The center staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Parents will be notified by phone or in person when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN, or RN and renewed every year. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer prescription medications.

All unused or expired medication shall be returned to the parent/ guardian. If it is unable to be returned to the parent/guardian, the medication will be brought back to the pharmacy it came from for proper disposal.

Cleaning Protocols

All protocols for routine cleaning and disinfection of the child care center including the sanitization and disinfection of tables and equipment are in accordance with the Center for Disease Control (CDC) and the State Department of Public Health guidelines as well as guidelines of Best Practice set forth the Office of Early Childhood (OEC).

Staffing

Staffing will consist of current before and after school staff who are available and healthy to work. The YMCA hires staff based on experience, educational background and a commitment to serving the diverse needs of school age children. Staff are selected based on their ability to be a positive role model to

children and their ability to demonstrate the YMCA Core Values of Caring, Honesty, Respect and Responsibility. Staff are interviewed and reference checks are conducted prior to hiring. All new staff have both State Police and FBI Criminal background checks completed. Upon hire, staff are given a thorough orientation and attend new staff training.

Program Space

Access will not be allowed to classrooms by anyone other than the staff and children enrolled in the program. A staff member will greet families at the front door to help transition children to the program space. Children will be assigned to groups of no more than 10 per group with 2 designated staff each day. Children and staff will remain in the designated childcare area of the building. Each separate group of children and staff will have one designated bathroom to use throughout the day. All handles and surfaces will be sanitized before the next person enters.

Positive Learning Environment

Children will each be given appropriate materials to do all assignments (e.g. paper, pencils, markers, crayons, glue, and scissors). Each child will each get their own bag of supplies that they will take home with them each day and bring back the next day they are in the program. Children will be given access to the YMCA wifi to do school work while at the program. However, children will need to bring their own electronics from home to complete this school work.

Typical Daily Schedule

| | |
|---------------|--|
| 7:30-8:00am | Freeplay/Breakfast from home |
| 8:00-10:00am | School Work (Google Classroom, Seesaw, Educational videos) |
| 10:00-11:30am | *Adult-led crafts and physical activities |
| 11:30-12:00pm | Lunch |
| 12:00-12:45pm | Read-aloud with extension activities |
| 12:45-1:45pm | “Move-It Activities” |
| 1:45-2:15pm | Mindfulness activities |
| 2:15-3:15pm | Adult-led crafts/activities |
| 3:15pm | Clean-up |
| 3:15-3:30pm | Snack |
| 3:30-4:15pm | Kahoot Trivia games |
| 4:15-4:30pm | Screen Time/Freeplay |

*Adult-led activities include crafts, STEM, reading, Go Noodle, Just Dance, Zumba, and Mindfulness activities

Positive Discipline and Behavior Management

The YMCA promotes the belief that discipline provides children with the structure, support, encouragement, and problem-solving skills they need to make responsible decisions. Positive discipline is teaching children how to be productive members of society. Program staff are trained to use redirection, problems solving and logical and natural consequences to help children learn to make better choices and behave responsibly. Children are held to high standards of behavior and staff members are expected to be consistent and firm in their approach to behavior concerns. If a child is experiencing a behavior issue, they will continuously be monitored and supervised by staff during any disciplinary action. The YMCA prohibits abusive, neglectful, corporal, humiliating, or frightening punishment.

Discipline Policy

1. Children will be treated with respect and dignity.
2. Children will assist staff in writing the rules for the program.
3. Program rules will be posted so both children and parents can see them.

4. Staff will review the rules as needed with the group and with individual children.
5. Staff will set clear limits and expectations for behavior with children.

Behavioral Expectations

1. Children will treat others with respect and will not use inappropriate language, put downs, and other language to harm other children.
2. Children will not hit, punch, bite, kick, or physically harm other children or staff.
3. Children will follow program rules and the request of program staff.
4. Children will take good care of program equipment.
5. Children will participate in program activities and will not disrupt group activities.

The Program uses a discipline strategy called 123 Magic developed by Dr. Thomas W. Phelan.

1*2*3 Magic Strategy

1. Children are given a verbal warning. A **1** is the first warning. Example "Scott that is a one, you need to stop running in the cafeteria".
2. Second offense is a **2**.
3. Children who continue to misbehave would get a **3**. A **3** would be a loss of privilege, a time away from other children, or another appropriate consequence.
4. Children are to be *counted* during a relatively short period of time (20 minutes) do not carry over **1**'s or **2**'s from one activity to another. Children will automatically earn a **2** for hands on behaviors, disrespect, and safety concerns. Children will automatically earn a **3** for fighting, swearing, and serious safety infractions.
5. Staff will discuss the incident with the child once the child is calm and staff can dedicate private time to the child. Staff will have the child go through the problem solving steps to determine how he/she can respond appropriately the next time the situation presents itself.

Parent Involvement and Communication

1. Staff will inform a parent when a child reaches level **3** more than once in the day.
2. Staff will inform a parent any time a child is involved in unsafe and/or hands on activity, the use of inappropriate and/or threatening language, and when situations appear to be escalating or becoming consistent.
3. Staff will contact the parent via phone call about an incident or a behavior concern with the child present and will allow the child to share with the parent what happened.

Suspension Policy

Children will be issued a conduct report and will be suspended from the program for the following reasons:

1. The child is a danger to him/herself, to other children, or to staff.
2. The child brings a weapon or threatens to bring a weapon to the program
3. The child purposely causes bodily harm to another child or staff member as a result of hitting, biting, choking, and other acts of aggression.
4. The child repeatedly breaks program rules such as leaving the program area, ignoring staff request, disrespecting staff and other children, using inappropriate language.

Suspensions are for 1 to 5 days depending on severity of behavior and number of conduct reports issued.

Dismissal of a Child

The YMCA will request the removal of a child from the program when:

1. The child threatens the physical or emotional well-being of other children or staff members

2. Threatens the overall quality of the program such as repeated misconduct, running from program grounds, demanding one to one attention and care.
3. The staff within the limits of the program cannot meet the needs of the child.
4. Repeated conduct reports for behaviors as stated above.
5. A parent refuses to follow program policies, threatens or harasses program staff or other children, repeatedly disrespects staff with inappropriate and intimidating language and/or actions.
6. If a special request for care is made that cannot be met with available resources or is not consistent with the policy and program philosophy of the YMCA. (For example, Program staff will not permit punishment of children during the program that is not consistent with our discipline plan. Children cannot be isolated from peers in our programs. Children cannot be forced to only attend to homework while in our care; they must be permitted equal access to the full range of program activity.)
7. When possible, a parent or guardian will be provided with a two week notice to find alternative care arrangements. The YMCA, however, reserves the right to terminate without notice when the safety of children or staff is threatened by the behavior of a child. A child will be suspended immediately if the child is considered dangerous and unmanageable, or if the child threatens another child or staff with a weapon.

Payment of Damages

Parents will be held responsible for paying for the replacement of, or repairs to, property that has been damaged by his/her child as a result of misconduct.

Supervision and Prevention Policy

Many accidents can be avoided with good supervision and by following some simple safety steps. To avoid possible injuries staff must be familiar with the environment. Each day staff should check the condition of all spaces being used. Glass, broken playground equipment, paper on the ground, sharp items, and things that children can trip over must be taken care of. When equipment is damaged it should be removed.

Supervision of Children

- Children are to be within the sight and sound of a staff member at all times. This includes children who are being disciplined and who are acting in an unsafe manner or have left the program area.
- Staff must maintain a ratio of one staff person to every ten children.
- There must be two staff members over the age of eighteen in the program at all times.
- When children are moving to a different area within the program (bathroom, outside, etc) staff must bring at least 3 children with them. Staff must supervise children while they are using the bathrooms. Staff are never to be alone with a child.
- Activities that are considered high risk such as cooking (when using oven, handling hot foods, crafts such as those requiring a glue gun or hot wax), must have a smaller group size. The size of the group depends on the age of the children, the needs of the children, and the skills of the instructor. Rule of thumb: **if you cannot keep children safe, don't do the activity.**
- Staff must be aware of activity throughout the program area. Staff must position him/herself so that all activity in the room can be seen. If a staff person is engaged in a game with a few children, the staff member should scan the room periodically and listen for any changes in the environment that indicates a problem is developing.

Playground and Outdoor Supervision

It will be the responsibility of all staff to ensure the safety of children on the playgrounds. Supervision of children will include the following:

- A head count will be taken before leaving the building.
- Children will be escorted by the staff to their designated play areas.
- Staff will circulate through the play areas, supervising and interacting with the children in a positive manner.
- Staff will coordinate positions so that all play activities are supervised.
- No staff person is allowed to sit or socialize with other staff.
- A head count will be taken before re-entering the building.
- Children may not go inside for any reason (including to the bathroom); nor may they go back outside unless accompanied by program staff.
- Staff may not leave children unattended or out of state-permitted ratios and group sizes.

Cultural Awareness

The YMCA serves families from a diverse ethnic, religious, and racial population. We respect and appreciate the diversity of the children and families in our programs. Our goal is to teach acceptance and appreciation for differences through a variety of learning opportunities. These opportunities include a multicultural curriculum, a wide variety of books, music, and materials that reflect cultural differences, and activities that specifically promote discussion and understanding. The YMCA Programs also promote a celebration of self and a celebration of community through specific themes, activities, and enrichment projects.

Parent Complaint Procedure

When a parent has a concern regarding the care of their child, the parent should address the concern immediately with the Assistant Director of School Age Care, Ceara Ladue. You may contact her through phone or email at 860-343-6247 or cladue@midymca.org. Most issues can be resolved quickly and often just require better communication.

While most parental concerns are addressed quickly, it is possible that an issue deeply angers a parent. Please take care to calm down prior to addressing the YMCA staff with an issue that has caused you to become angry or irritated. It is never appropriate for a parent to yell, threaten, or harass a YMCA staff person, a child, or another parent. Such behavior can lead to termination from the program. YMCA staff has been instructed to call 911 if a parent presents dangerous or aggressive behavior towards staff, children, or parents.

Sign In and Out Procedure

All children must be signed in during the morning program and signed out from the afternoon program. To help stop the spread of COVID-19, YMCA staff will sign the child in and out each day by checking the parent's ID against the child's registration information. The YMCA will not permit any person to sign out a child who is not on the approved pick up list. Anyone who is signing out a child (including parents and guardians) must have ID available and must be at least eighteen years of age.

Emergency Contacts and Pick-Up People

1. Emergency and pick up people are located in the registration information for each child.
2. Any person picking up a child must show identification. If a person other than a parent or guardian comes to pick up a child, and is not listed on the pick-up list, the person will not be allowed to sign the child out of the program. This includes relatives and stepparents. Non-custodial parents that are not listed on the registration information as either mother or father must be listed as a pick-up person if they will be removing the child from the program.
3. Pick-up people can be added or removed at any time. All changes must be made in advance in writing.

4. In the case of an emergency a parent or guardian can call the site to give verbal permission for an adult not listed on the emergency list to pick up a child. When this occurs the following will be done:
 - a. A senior leadership staff will take the phone call.
 - b. The name and description of the person including the relationship to the child will be ascertained.
 - c. The parent/guardian will be asked questions regarding their address, work phone, and emergency contacts listed in the file.
 - d. Staff will then call the parent / guardian back to verify that they made the phone call.
 - e. Upon arrival the child will be asked to verify that they know the person and the person will be asked to show identification.
 - f. The person's name and date of pick up will be placed in the file for further reference.
5. The emergency list and pick-up list are considered to be the same unless parents indicate differently. **Emergency numbers are called when:**
 - During a medical emergency if a parent cannot be reached.
 - If a child is sick and needs to be picked up and a parent cannot be reached.
 - If a parent does not arrive by 4:45pm and has not contacted the YMCA.
6. Program staff cannot be on the pickup list for any child unless the child is a relative.

Alternate Custody Arrangements

It is imperative that the children in our programs are being picked up by authorized adults. If there are any changes in custody or visitation regarding your child, please speak with the Assistant Director of School Age Care, Ceara Ladue. Our policy regarding alternate custody arrangements is as follows:

- Both parents have the right to pick up their child from the program unless legal documentation is provided that states otherwise. It is the responsibility of the parent to provide the YMCA with legal documentation regarding the issue. When changes occur afterward, the parent must inform the site director and provide updated legal documentation.
- Parents who share joint custody of their child are authorized to add adults or remove adults from their child's pick up list. They are not allowed to remove adults added by the other parent.
- The YMCA reserves the right not to engage in disputes between parents.

Late Pick-Ups

Please be prompt picking up your children by 4:30pm each day. If, however, an emergency arises and a child is not picked up at 4:30pm at least two staff over the age of 18 will remain with the child. The staff will begin calling the emergency contact numbers if at 4:45pm they have not heard from and have not reached a parent. Upon reaching an emergency contact person they will be asked to come and pick up the child. If by 5:00pm an emergency contact person cannot be reached or cannot come and pick up the child, and the staff have not heard from a parent, the police will be notified as will the Department of Children and Families. Two YMCA staff over the age of eighteen will remain with the child until a parent is located or alternative arrangements are made.

Alcohol Policy

State of Connecticut Law prohibits childcare personnel from releasing a child to an adult who is under the influence of alcohol, drugs, and controlled substances. If a person arrives at the program and staff are concerned that the person is impaired, smells of alcohol and/or is acting in an unsafe manner, the staff person will request that another adult come to take the child home. If another adult is not available a taxi will be called. YMCA staff members will contact police if a person suspected of being under the influence or behaving in an unsafe or threatening manner removes children from our programs. As mandated reporters, childcare staff is required by law to report any suspected cases of abuse or neglect. If a parent or

guardian is arriving under the influence and is placing their child at risk, a report to the Department of Children and Families will be made.

Reporting Child Abuse and Neglect

Connecticut Law identifies all childcare staff as mandated reporters and requires under penalty of law, suspected abuse and neglect to be reported to the Department of Children and Families (DCF). All YMCA staff receives training in recognizing and reporting signs of abuse and neglect. Under current law, the staff person who suspects abuse or neglect is occurring is responsible for making the report to DCF. All reports made to DCF will be kept confidential.

Fire Procedures & Emergency Evacuations

During all emergency evacuations, staff will remain calm and move children out of the building via the closest exits. The staff will take the attendance book, sign in and out book, first aid kit, and emergency binder. All staff and children will meet at a predetermined meeting place at the furthest point from the building and take attendance. Once all children are accounted for, the Assistant Director of School Age Care will assess the situation and determine if evacuation to another location is necessary.

If children are evacuated from the building to another location a staff person must remain at the YMCA to notify parents. Parents will also be notified by the YMCA administrative team by phone as to the pick-up location of their child/ren.

Outdoor Policy

Taking children outdoors is a healthy, integral part of our daily schedule and curriculum. Children benefit from active outdoor play to release energy and develop large muscle coordination. Children will participate in routine outdoor play unless the conditions are considered hazardous such as excessive ice or extremely cold conditions or hot. When the temperature drops below 32 degrees and the conditions are not extreme, outdoor activity will be limited to 20 minutes. When the temperature drops below 20 degrees there will be no outdoor play. As a general rule, children that are too ill to participate in outdoor activity are too ill to be at the program.

Children's Health Records

All children are required to have a current physical form on file. All immunizations and physicals must be kept up to date. During this COVID-19 Pandemic, parents will be allowed to fill out an Attestation form regarding their child's physical that states that they have a physical on file at their child's daycare or school.

Special Care Policy

The YMCA does not have medical personnel employed in the Program. Specific health concerns, conditions, special diets or allergies must be recorded in the child's health history upon enrollment and brought to the attention of the Assistant Director of School Age prior to enrollment.

Confidentiality of Children's Files

All of the information in children's files shall be considered privileged and confidential. This information will be accessible only to appropriate staff, personnel from the State Of Connecticut Licensing Unit, and the nurse consultant.

Authorization for the Administration of Medication by School, Child Care, and Youth Camp Personnel

In Connecticut schools, licensed Child Care Centers and Group Care Homes, licensed Family Care Homes, and licensed Youth Camps administering medications to children shall comply with all requirements regarding the Administration of Medications described in the State Statutes and Regulations. Parents/guardians requesting medication administration to their child shall provide the program with appropriate written authorization(s) and the medication before any medications are administered. Medications must be in the original container and labeled with child's name, name of medication, directions for medication's administration, and date of the prescription.

Authorized Prescriber's Order (Physician, Dentist, Optometrist, Physician Assistant, Advanced Practice Registered Nurse or Podiatrist):

Name of Child/Student _____ Date of Birth ___/___/___ Today's Date ___/___/___

Address of Child/Student _____ Town _____

Medication Name/Generic Name of Drug _____ Controlled Drug? YES NO

Condition for which drug is being administered: _____

Specific Instructions for Medication Administration _____

Dosage _____ Method/Route _____

Time of Administration _____ If PRN, frequency _____

Medication shall be administered: Start Date: ___/___/___ End Date: ___/___/___

Relevant Side Effects of Medication _____ None Expected

Explain any allergies, reaction to/negative interaction with food or drugs _____

Plan of Management for Side Effects _____

Prescriber's Name/Title _____ Phone Number (____) _____

Prescriber's Address _____ Town _____

Prescriber's Signature _____ Date ___/___/___

School Nurse Signature (if applicable) _____

Parent/Guardian Authorization:

- I request that medication be administered to my child/student as described and directed above
- I hereby request that the above ordered medication be administered by school, child care and youth camp personnel and I give permission for the exchange of information between the prescriber and the school nurse, child care nurse or camp nurse necessary to ensure the safe administration of this medication. I understand that I must supply the school with no more than a three (3) month supply of medication (school only.)
- I have administered at least one dose of the medication with the exception of emergency medications to my child/student without adverse effects. (For child care only)

Parent/Guardian Signature _____ Relationship _____ Date ___/___/___

Parent /Guardian's Address _____ Town _____ State _____

Home Phone # (____) _____ - _____ Work Phone # (____) _____ - _____ Cell Phone # (____) _____ - _____

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian and must be approved by the school nurse (if applicable) in accordance with board policy. In a school, inhalers for asthma and cartridge injectors for medically-diagnosed allergies, students may self-administer medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian or eligible student.

Prescriber's authorization for self-administration: YES NO _____
Signature Date

Parent/Guardian authorization for self-administration: YES NO _____
Signature Date

School nurse, if applicable, approval for self-administration: YES NO _____
Signature Date

Today's Date _____ Printed Name of Individual Receiving Written Authorization and Medication _____

Title/Position _____ Signature (in ink or electronic) _____

Note: This form is in compliance with Section 10-212a, Section 19a-79-9a, 19a-87b-17 and 19-13-B27a(v.)