

NEW JERSEY ADDENDUM

CADENCE EDUCATION FAMILY HANDBOOK

ADMINISTRATION AND CONTROL OF PRESCRIPTION AND NON-PRESCRIPTION MEDICINES AND HEALTH CARE PROCEDURES

Cadence Education schools will provide reasonable accommodations for the administration of medication or health care procedures to a child with special needs if failure to administer the medication or health care procedure would jeopardize the health of the child or prevent the child from attending the school.

Only those staff members who are trained and authorized to administer medication or health care procedures, or to supervise self-administration of medication or health care procedures, will administer such medications or supervise such self-administration. Each staff member designated to administer medication and health care procedures is informed of each child's medication and health care needs.

All medication and health care equipment is kept either in a locked cabinet, or in an area that is inaccessible to the children, with the exception of life-saving medication (such as Epi-pens) which must be kept with the child that may need such medication.

Medication is refrigerated (in a locked area) if so indicated on the label.

Unused or expired medication and health care equipment is returned to the child's parent or disposed of safely in a child-resistant waste receptacle when no longer being administered.

Our schools limit the dispensing of non-prescription, over-the-counter medication to the following types of medicines, which shall be dispensed in accordance with the recommended dosage for the age and weight of the child, as indicated on the label:

- Antihistamines;
- Cough suppressants;
- Decongestants;
- Non-aspirin fever reducers and pain relievers; and
- Topical preparations, such as sunscreen and diaper rash preparations.

Our schools may permit the dispensing of non-prescription medication other than those listed above, or according to instructions other than those indicated on the label, if the child's health care provider authorizes it in writing.

Our schools maintain on file a record of the following:

- The child's name and parental authorization for the school to administer medication or health care procedures;
- The name of the medication or health care procedure;
- The condition for which the medication or health care procedure is being used;
- The instructions for administration, including the dosage and frequency;
- The date and time medication or a health care procedure was administered to a child and the name or initials of the staff member who administered it; and
- Any adverse effect the medication can have or has had on the child;

If a child has a chronic health condition requiring the administration of prescription or non-prescription medication or health care procedures on a long-term basis, the school shall obtain from the child's parent a written statement from a health care provider, indicating:

- The name of the child;
- The name of the medication or procedure;
- The condition or indications for administration of the medication or procedure;
- The instructions for administration of the medication or procedure; and
- The name and telephone number of the health care provider.

Before administering a health care procedure associated with a child's health condition, such as the use of a blood glucose monitor, nebulizer, or epinephrine pen, our schools will ensure that all staff members who administer the procedure are taught to do so by the child's parent or another appropriately trained person. There will be at least two staff members present at the school who are trained in such health care procedures.

Prescribed epinephrine pens are stored in their original boxes with the child's name and prescription. A special care plan or other documentation from a health care provider shall accompany the epinephrine pen. If two epinephrine pens are required, both shall be available. Each will store back-up epinephrine pens on site consistent with the requirements stated at N.J.S.A. 18A:40-12.5.e(1).

Our schools will inform a child's parent immediately if a child exhibits any adverse effect of a medication or health care procedure.

For early childhood programs, schools will ensure that all medication and health care procedures are administered by designated staff. For school-age childcare programs, before medication or health care procedures are administered, or a child is permitted to self-administer medication or health care procedures, the staff shall:

- Obtain written authorization for self-administration from the child's parent, if applicable; and
- Ensure that the medication or health care procedure is administered by or under the supervision of authorized staff.

ILLNESSES AND COMMUNICABLE DISEASES

Under no circumstances shall any school serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

- Confined to home under a health care provider's immediate care; or
- Admitted to a hospital for medical care and treatment.

Cadence Education schools will not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the school on a given day unless medical diagnosis from a health care provider, which has been communicated to a school in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin;
- Red eyes with discharge;

- Infected, untreated skin patches;
- Difficult rapid breathing or severe coughing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck.

Once a child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to school.

If a child who has already been admitted to a school manifests any of the illnesses or symptoms of illness specified in (c)1 above, the school shall remove the child from the group of well children to a separate room or area, as specified in N.J.A.C. 3A:52-5.3(q)4, until:

- He or she can be taken from the school; or
- The director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

The school may exclude a child whose illness prevents the child from participating comfortably in activities or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the school.

The school shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide available at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf, to be admitted to or remain at any school, until:

- A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- The school has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- If the child or staff member has chicken pox, the school obtains a note from the parent or staff member stating that all sores have dried and crusted.

Families will be notified if it is determined that their child may have been exposed to a communicable disease.

INJURY

In the event of injury, school staff shall take immediate necessary action to protect the child from further harm and shall immediately notify the child's parent(s) when one of the following occurs while the child is in the school's care:

- A child is bitten and the skin is broken;
- A child sustains a head or facial injury, including when a child bumps his or her head;
- A child falls from a height greater than the height of the child; or
- An injury requiring professional medical care occurs.

LICENSING

Contact information and details for local licensing agencies is posted in or near the entryway of each Cadence Education school. Licensing information is also included in the information to parent packets which is provided to families/guardians at time of enrollment