

Care Plan Checklist for Allergy, Asthma, Food Intolerance, or Individual Care Plans

Early Learning or Child Care Program Staff: Many care plans do not meet WAC requirements for early learning or child care programs. All items in this checklist are required for a care plan to be compliant with WACs 110-300-0215 and 110-300-0300. If the child has been diagnosed with diabetes or a seizure condition, please use the specific checklists for those health conditions.

Child's name:				
Child's date of birth:				
Important Information for Program Staff				
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- Unless otherwise indicated, the care plan is valid for 1 year from the licensed healthcare provider's signature date on the care plan. However, a new care plan will be needed if there are changes to the child's health condition or medication(s).
- Children's health records must be updated annually, including care plan documentation.
- Let your licensor know you have a child with special health care needs enrolled.
- If you need to call emergency medical services (911), you must notify DCYF within 24 hours.

Care Plan Checklist

child attends or resumes care:			
☐ Child's first and last name			
☐ Child's date of birth			
☐ Child's medical diagnosis, if known			
□ Description of triggers and/or symptoms of the medical condition			
☐ If medication is prescribed:			
☐ List of emergency and daily medication(s)			
 When to give the medication(s), in response to specific symptoms or at specific times 			
 How to give the medication (for example: by mouth [oral], on skin [topical], etc.) 			
☐ How much medication to give (dose)			
□ Possible side effects of the medication(s)			
☐ Medication expiration date			
☐ Emergency response plans. For example: when to call the parent or guardian, emergency medical services (911), and emergency contacts			

Public Health !• This checklist to be completed by: Seattle & King County Program Staff. ☐ Environmental, activity, or behavioral modifications or accommodations to help care for the child, if needed ☐ A care schedule if the child requires routine or daily interventions, or services provided by visiting health professionals ☐ Appropriate food substitutions for food allergies or intolerances ☐ Parent or guardian consent for program staff to follow the care plan ☐ Parent or guardian training to program staff about medication administration, special equipment or supplies, and medical procedures listed in the child's care plan is documented ☐ Contact information for the child's healthcare provider and other visiting health professionals ☐ Licensed healthcare provider's signature and date ☐ Look at the medication(s) the child has been prescribed. Make sure each medication is labeled with or has the following: ☐ The original packaging ☐ The child's first and last name (can write directly on medication container) ☐ Date the medication prescription was filled, if prescribed ☐ Name and contact information of the prescribing healthcare provider ☐ Medication expiration date ☐ How much medication to give (dose) ☐ How to give the medication (for example: by mouth [oral], on skin [topical], etc.) ☐ A measuring device that matches the amount medication to give (dose). For example: the medication label says to give 5mL of medication, so the measuring cup or syringe should have a marker for 5mL. ☐ Storage instructions (for example: refrigerate; keep away from light, etc.) ☐ A Medication Log (or Controlled Substance Medication Log) ☐ A 3-Day Critical Medication Authorization Form is also required if the child is on a medication that they take at home that is life-sustaining. If this is the case. ensure this form is attached to the child's care plan and that it includes: ☐ The child's first and last name ☐ The child's date of birth ☐ Medical reason for the medication

☐ When to give the medication(s), in response to specific symptoms or at specific

☐ How to give the medication (for example: by mouth [oral], on skin [topical], etc.)

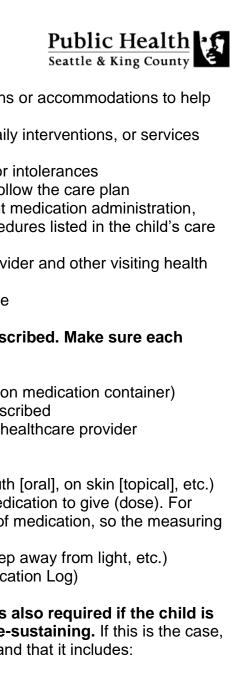
☐ Parent or guardian consent for program staff to administer the medication to the

☐ How much medication to give (dose) ☐ Possible side effects of the medication(s)

☐ Licensed healthcare provider's signature

☐ Medication expiration date

child, as ordered



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□ N	 Medication Storage Requirements: □ Medication must be stored in a way that is inaccessible to children. □ Controlled substances must be stored in a locked container or cabinet. □ External medication (applied on skin) is stored separately from internal medication (injected or taken by mouth). 			
□ T	The child's care plan is stored in the child's health record.			
	☐ A copy of the child's care plan and the emergency medication(s) are stored			